

**BOARD OF COMMISSIONERS
COMMISSIONERS' SEMINAR
CRYSTAL COAST CIVIC CENTER
FEBRUARY 7, 2018**

The Honorable Carteret County Board of Commissioners sat in special session on February 7, 2018, at 9:00 a.m. at the Crystal Coast Civic Center in Morehead City. Present were: Chairman Mark Mansfield, Commissioners Bob Cavanaugh, Robin Comer, Jimmy Farrington, Jonathan Robinson, Bill Smith, and Ed Wheatly.

MEETING CALLED TO ORDER

Chairman Mansfield called the meeting to order and welcomed everyone.

Commissioner Robinson asked that an item be added to the agenda; apologizing for the short notice, but noted that due to the timeframe, it needs to be addressed. Commissioner Robinson shared that it deals with an upcoming meeting and proposal of the Marine Fisheries Commission that is meeting on February 14th in Wilmington. Commissioner Robinson shared that topics being considered will have an impact on Carteret County and those with commercial fishing licenses requiring that an individual must have 50% of their earned income from commercial fishing, and 36 trip tickets in order to maintain their license; no other professional license issued by the State dictates a percentage of income or minimal income requirements.

Motion: Commissioner Smith made a motion to add the item for discussion to the agenda; seconded by Commissioner Wheatly; **motion passed unanimously.**

Chairman Mansfield noted that it would be added as Va.

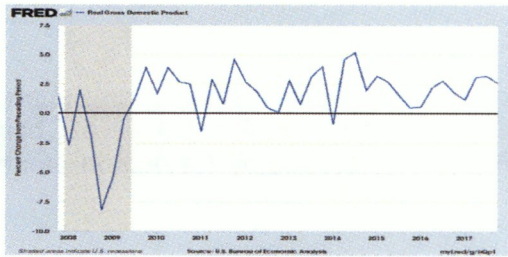
I. FINANCIAL REVIEW UPDATE: FISCAL YEAR 2017-18

Ms. Meshaw noted that she would be providing a financial update as well as some highlights on the economy – at the Federal, State, and some local highlights.

Ms. Meshaw provided an overview of the presentation below and noted that the information received was both positive and encouraging.

<div data-bbox="599 1407 768 1570" data-label="Image"> </div> <p data-bbox="402 1549 591 1579">Economic Update</p> <p data-bbox="410 1612 581 1705">Presented to Carteret County Commissioners</p> <p data-bbox="443 1743 548 1759">February 7, 2018</p>	<p data-bbox="867 1457 1091 1486">Economic Update</p> <ul data-bbox="867 1541 1000 1608" style="list-style-type: none"> • Federal Highlights • State Highlights • Local Highlights
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Real Gross Domestic Product



GDP Forecast

- **GDPNow:**
 - “The growth rate of real GDP is a key indicator of economic activity, but the official estimate is released with a delay. Our GDPNow forecasting model provides a ‘nowcast’ of the official estimate prior to its release.”
- First quarter 2018 forecast is 5.4% on 02/01/18
 - Forecast is partially based on:
 - ISM Report on Business (Institute for Supply Management)
 - Construction spending released from US Census Bureau.
 - Note: GDPNow forecast is a model projection and is not an official forecast of the Federal Reserve Bank of Atlanta.

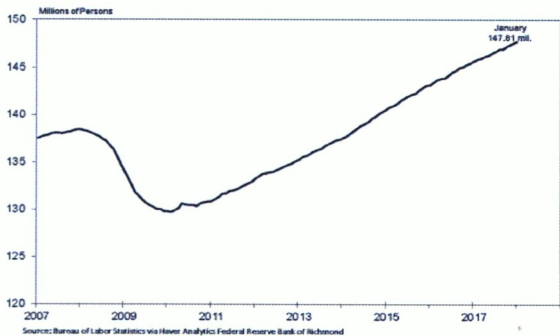
Source: Federal Reserve Bank of Atlanta

ISM: Business Survey Indexes

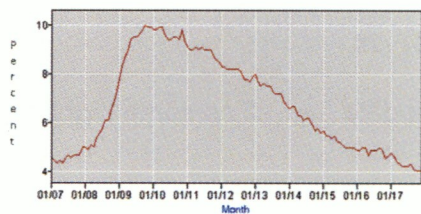
MANUFACTURING BUSINESS:			NON-MANUFACTURING BUSINESS:		
	Dec.	Jan.		Nov.	Dec.
Purchasing Managers Index	59.3	59.1	Non-Manufacturing Index	57.3	56.0
Production	65.2	64.5	Business Activity	61.1	57.8
New Orders	67.4	65.4	New Orders	56.8	54.5
Employment	58.1	54.2	Employment	55.4	56.3
Supplier Deliveries	57.2	59.1	Supplier Deliveries	54.0	55.5
Inventories	48.5	52.3	Inventories	54.5	53.5
Prices	68.3	72.7	Prices	60.1	59.9
Backlog of Orders	54.9	56.2	Backlog of Orders	51.5	50.0
New Export Orders	57.6	59.8	New Export Orders	57.0	56.5
Imports	56.5	58.4	Imports	52.5	52.5

DIFFUSION INDEXES: Numbers above 50 percent indicate more favorable responses towards economic activity.
Source: Institute for Supply Management via Haver Analytics | Federal Reserve Bank of Richmond

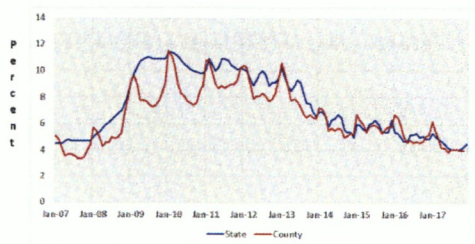
Nonfarm Payroll Employment



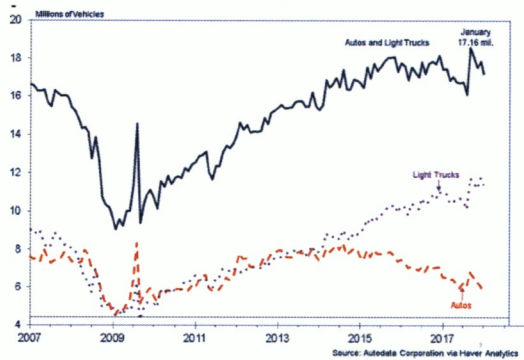
Federal Unemployment Rate
2007 through January 2018



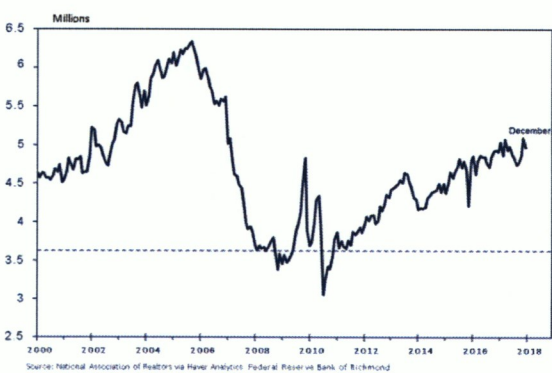
State and County Unemployment Rates
2007 Through 2017

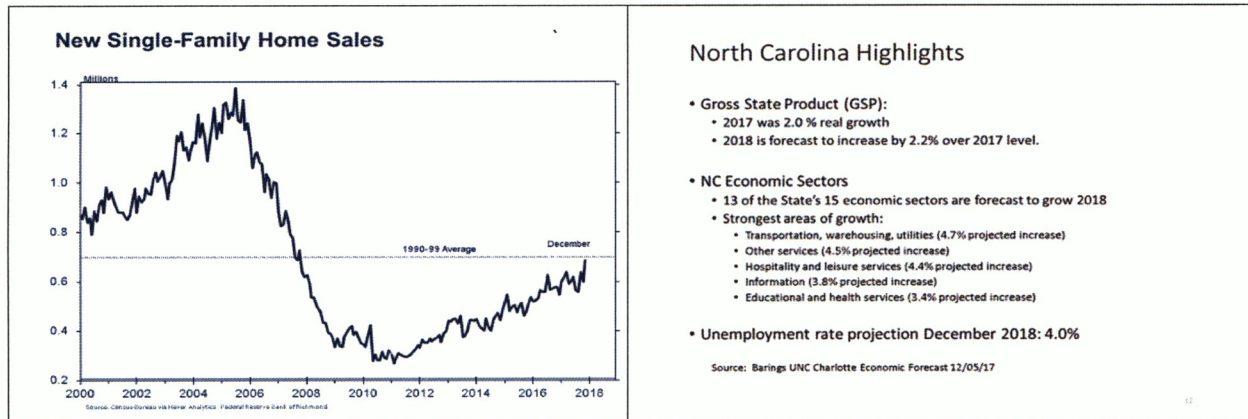


Sales of Automobiles & Light

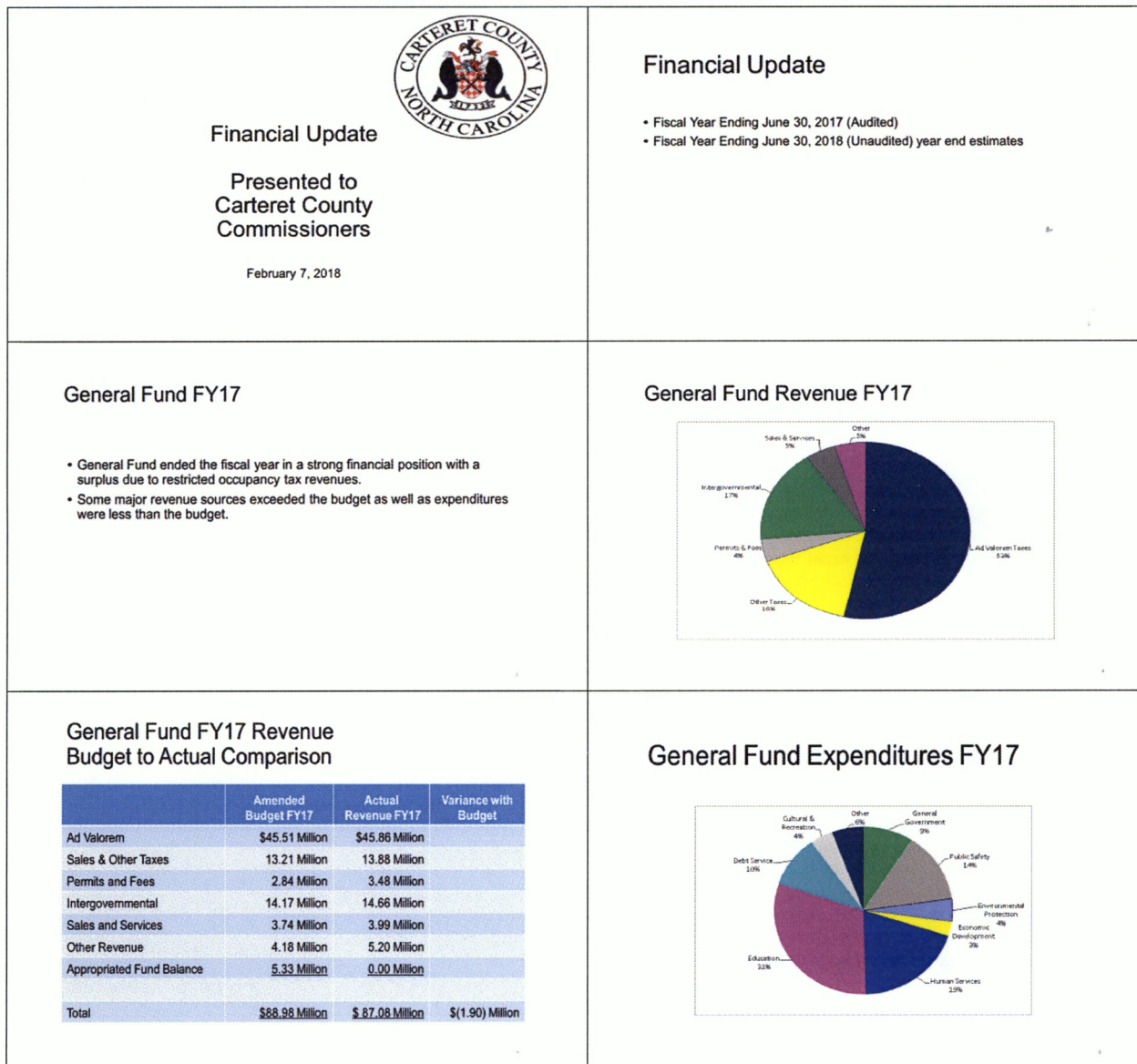


Existing Single-Family Home Sales





Ms. Meshaw reviewed the financial update presentation shown below and noted that it has been a good year for the County, and responded to questions from Commissioners.



General Fund FY17 Expenditures Budget to Actual Comparison

	Amended Budget FY17	Actual FY17	Variance with Budget
General Government	\$7.96 Million	\$7.45 Million	
Public Safety	12.00 Million	11.24 Million	
Transportation	1.17 Million	1.03 Million	
Environmental Protection	3.74 Million	3.65 Million	
Economic & Physical Development	2.71 Million	2.25 Million	
Human Services	17.89 Million	16.05 Million	

General Fund FY17 Expenditures Budget to Actual Comparison

	Amended Budget FY17	Actual FY17	Variance with Budget
Education: Public Schools	\$22.48 Million	\$22.48 Million	
Education: Community College	2.69 Million	2.69 Million	
Cultural & Recreation	3.56 Million	3.43 Million	
Debt Service	8.22 Million	8.10 Million	
Non Departmental (Transfer to other funds and non department expenses)	6.56 Million	3.88 Million	
Total	\$88.98 Million	\$82.03 Million	\$6.95 Million

General Fund Summary FY17

	Amended Budget	Actual
Total Revenue and Other Sources	\$88.98 Million	\$87.07 Million
Total Expenditures and Other Uses	88.98 Million	82.03 Million
Revenues and Other Sources Over Expenditures and Other Uses		\$5.04 Million

Change in Fund Balance FY17

Increase in Total Fund Balance	\$5.04 Million
Increase in Total Fund Balance Analysis:	
Restricted Fund Balance: Revenues that became restricted (Occupancy Tax)	\$2.92 million
Assigned Fund Balance (Appropriated FY18 Budget)	1.43 million
Unassigned Fund Balance	0.69 million
Total Increase in Fund Balance 06/30/16	\$5.04 million
Unassigned Fund Balance Analysis:	
Unassigned Fund Balance 06/30/16	\$27.94 million
Unassigned Fund Balance Increase FY17	0.69 million
Ending Unassigned Fund Balance 06/30/17	\$28.63 million

General Fund FY18 Revenue Budget to Estimated Comparison

	Amended Budget FY18 01/31/18	Estimated Revenue 06/30/18	Variance with Budget
Ad Valorem Taxes	\$46.22 Million	\$46.54 Million	
Sales & Other Taxes	13.62 Million	14.85 Million	
Permits and Fees	2.90 Million	3.25 Million	
Intergovernmental	14.76 Million	13.14 Million	
Sales and Services	4.14 Million	4.09 Million	
Other Revenue	3.98 Million	4.14 Million	
Appropriated Fund Balance	6.86 Million	0.00 Million	
Total	\$92.48 Million	\$86.01 Million	(\$6.47) Million

General Fund FY18 Expenditures Budget to Estimated Comparison

	Amended Budget FY18 01/31/18	Estimated Expenditures 06/30/18	Variance with Budget
General Government	\$8.30 Million	\$7.97 Million	
Public Safety	12.62 Million	11.95 Million	
Transportation	1.53 Million	1.36 Million	
Environmental Protection	3.97 Million	3.83 Million	
Economic & Physical Development	2.60 Million	2.05 Million	
Human Services	18.67 Million	16.42 Million	

General Fund FY18 Expenditures Budget to Estimated Comparison

	Amended Budget FY18 01/31/18	Estimated Expenditures FY18	Variance with Budget
Education: Public Schools	\$22.48 Million	\$22.48 Million	
Education: Community College	3.00 Million	3.00 Million	
Cultural & Recreation	3.71 Million	3.59 Million	
Debt Service	7.13 Million	7.12 Million	
Non Departmental (Transfer to other funds and non department expenses)	8.47 Million	5.27 Million	
Total	\$92.48 Million	\$85.04 Million	\$7.44 Million

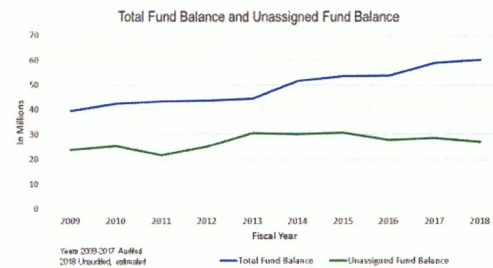
General Fund Summary 18

	Amended Budget	Estimated
Total Revenue and Other Sources	\$82.48 Million	\$86.01 Million
Total Expenditures and Other Uses	92.48 Million	85.04 Million
Revenues and Other Sources (Under) Expenditures and Other Uses		\$0.97 Million

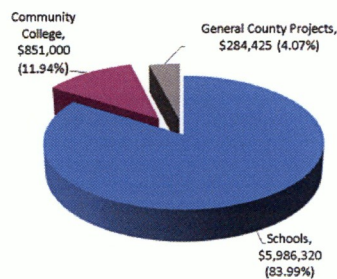
Projected Change in Fund Balance FY18

Projected Increase in Total Fund Balance	\$0.97 Million
Increase in Total Fund Balance Analysis:	
Restricted Fund Balance: Revenues to become restricted (Occupancy Tax)	\$2.49 million
Assigned Fund Balance (Appropriated FY19 Budget, assume no change from FY18 Adopted Budget of \$5.2 million)	0.00 million
Unassigned Fund Balance	(1.52) million
Total Projected Increase in Fund Balance 06/30/18	\$0.97 million
Unassigned Fund Balance Analysis:	
Unassigned Fund Balance 06/30/17	\$28.62 million
Unassigned Fund Balance Projected Decrease FY18	(1.52) million
Projected Ending Unassigned Fund Balance 06/30/18	\$27.10 million

General Fund Balance



General Fund Expenditures FY18 Debt Payments



II. BUDGET PROCESS UPDATE

Mr. Burns provided an update on the current budget process, noting:

- The County has compiled all of the capital requests and Mr. Foxworth has been reviewing them;
- The departmental budgets went out to Department Heads in January and are due back on February 23rd;
- We have started a strategic planning process with each department; those plans are due back on March 1st. The strategic plan is a five-year snapshot of the departments, current year going forward; hoping to use it as justification for increases/decreases in departmental budgets, etc.; hope to have a roll-out of the information with Commissioners.

III. AUDIT REVIEW

Mr. Lou Cannon of RSM US LLP, shared that he is with the Carteret County Audit Engagement group and has with him – Linda Murphy and Patti Dudley. Mr. Cannon noted that he would provide an overview of the financial statements; the second piece will deal with compliance. Mr. Cannon provided an overview of the presentation shown below and provided information relative to each slide.



February 7, 2018

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Minimum Requirements for the Basic Financial Statements

- Management's Discussion and Analysis
- Government-wide F/S
- Fund F/S
- Notes to the F/S
- Required supplementary information

At June 30, 2017, Carteret County had approx. 20-25 funds (including the General Fund, individual Capital Projects & Special Revenue Funds, Enterprise Fund, and Agency Funds)

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CARTERET COUNTY, NC Types of Opinions

- Adverse
- Disclaimer
- Qualified
- **Unmodified – "Clean" (Highest Level of Assurance)**

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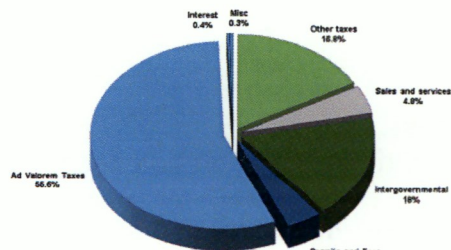
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Financial Results for the Year Ended June 30, 2017

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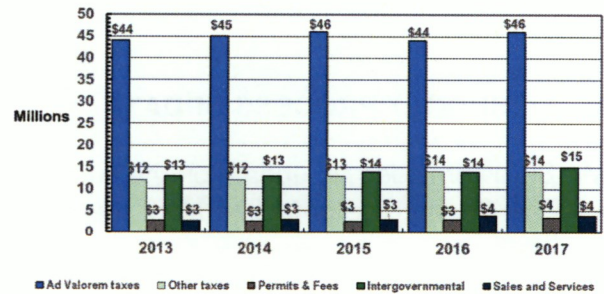
CARTERET COUNTY, NC General Fund Revenues For the Year Ended June 30, 2017



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CARTERET COUNTY, NC General Fund Revenues by Source

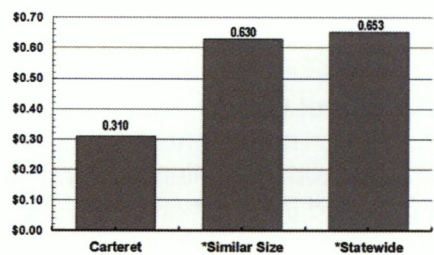


*Miscellaneous revenue and interest revenue are not presented in table above but represent less than 1% of total General Fund revenue in any of the years presented

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CARTERET COUNTY, NC Comparable Tax Rates For the Year Ended June 30, 2017 (25 Counties in Group) (2016 Comparative Information Shown)

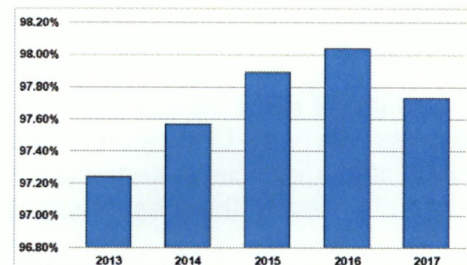


*For year ended June 30, 2016 Per \$100 Valuation

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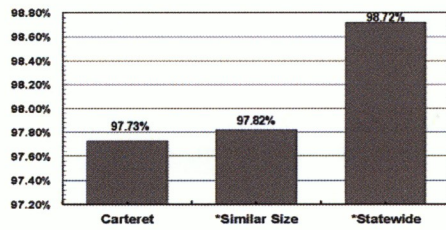
CARTERET COUNTY, NC Percent of Current Year's Property Tax Levy Collected



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CARTERET COUNTY, NC
Percent of Current Year's Property Tax Levy Collected
For the Year Ended June 30, 2017 (2016 Comparative Information Shown)



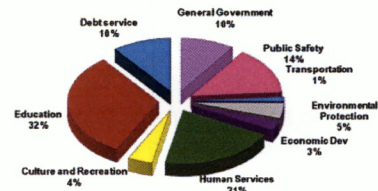
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*For year ended June 30, 2016

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CARTERET COUNTY, NC
General Fund Expenditures
For the Year Ended June 30, 2017

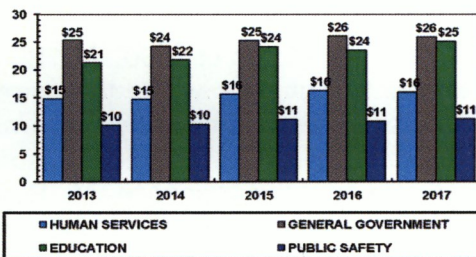


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CARTERET COUNTY, NC
General Fund Expenditure Growth by Segment
(in millions)



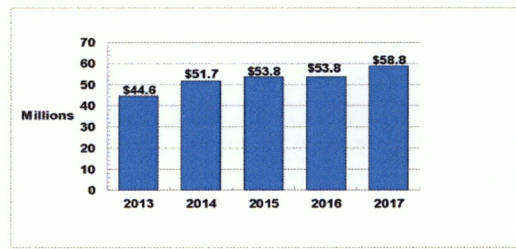
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*General government includes: Transportation, Environmental protection, Economic and physical development, Culture and recreation, and Debt service

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CARTERET COUNTY, NC
General Fund Balance



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CARTERET COUNTY, NC
Post - GASB 54 General Fund Balance Presentation

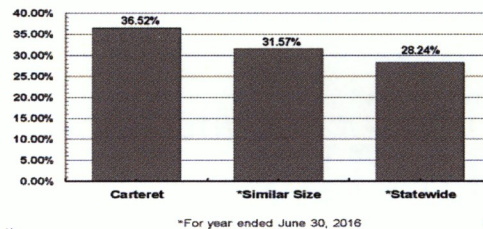
Fund balances:	
Restricted	
Register of Deeds	264,390
Recreation Districts	116,336
Beach Nourishment	15,086,798
Stabilization by State Statute	6,881,419
Sheriff's fund	547,341
Health programs	121,577
Economic Development	1,096,663
Assigned	
Subsequent year's expenditures	5,205,000
Unassigned	28,626,430
Total fund balances	58,845,954

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CARTERET COUNTY, NC
Fund Balance Unassigned as a Percentage of General Fund Expenditures
For the Year Ended June 30, 2017 (2016 Comparative Information Shown)



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*For year ended June 30, 2016

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Mr. Cannon closed reiterating that they render opinions on compliance, and the County received clean opinions; however, there were findings and he provided some information on the testing that was done this year. Mr. Cannon noted that there were 31 findings; when you have funding for both Federal & State dollars, you have the same finding for both; so there were really only

about 15 findings. Mr. Cannon shared the County's error rate was about one-third of one percent which is very, very good.

Mr. Cannon provided Commissioners with a copy of the SAS 114 report, and provided an overview of the document which is a study of audit failures, but also shares information on what the responsibilities are.

Due to the size of the SAS 114 report, it is being incorporated into these minutes by reference. A full copy will be retained in the County Manager's Office.

*****FIVE-MINUTE RECESS*****

IV. REVIEW OF COUNTY'S ANIMAL ORDINANCE

Mr. Tommy Burns provided an overview of the County's current animal ordinance and shared that the last two updates of the ordinance were done in April of 1998 and March of 2000. Mr. Burns noted that there was very little mention of tethering or restraint of animals within the current ordinance. Mr. Burns shared that the ordinance needs a close review due to the calls and concerns that have been expressed. A general discussion ensued that included some suggestions from Commissioners on items that need to be referenced in the ordinance. Mr. Burns noted that there are also criminal and State laws that people can be charged with above and beyond our ordinance. Mr. Burns shared that he would work with the appropriate County departments and will work on enhancing the ordinance and provide a revision for consideration to Commissioners.

Due to the size of this document, it is being incorporated into these minutes by reference. A full copy will be retained in the County Manager's Office.

V. UPDATE/CRISIS INTERVENTION CENTER

Commissioner Farrington noted that there has not been a lot of changes since the Commissioners' last meeting. Commissioner Farrington thanked Commissioners for their support and noted that it has certainly been a group effort. Commissioner Farrington shared that it will be a 16-bed involuntary commitment approved center, and shared that Carteret County has signed the Memorandum of Agreement and has received a commitment of two years. Commissioner Farrington shared that Craven County is meeting next week to determine if they can join the venture. Commissioner Farrington noted that there are a lot of efforts being looked at to address this issue on the front-side in an effort to get people before they need to be at such a center.

Commissioner Comer shared that we are talking about and working hard to help those that are already addicted or afflicted, but we need to find a way to stop people from getting in that line. Commissioner Comer shared that he feels that schools would be a good place to start to get them at an early age, and provide them with a positive, strong message so that they are influenced in the right way. Commissioner Wheatly agreed that it is important to get in front of the issue at whatever level we can. Commissioner Comer reiterated the importance of forming a task force, or something similar, to begin the conversations.

Commissioner Farrington closed his comments expressing his appreciation for efforts made by the Commissioners.

Va. Resolution Opposing any Change in the Definition of a Commercial Fishing Operation (added as amended)

Commissioner Robinson shared that he appreciates the Board's consideration of the resolution; it affects a lot of jobs and household incomes throughout the County. Commissioner Robinson provided an overview of the changes being proposed and the impact upon the fishing industry, and shared that all the coastal counties have voted in opposition of the change.

Commissioner Wheatly shared that he agrees with everything Commissioner Robinson said; he has seen the demise of the fishing industry piece-by-piece over the years. Commissioner Wheatly noted that there is no other profession that has the requirements that are being placed on commercial fishermen by their proposed changes.

Commissioner Comer agreed that he does not know of a law that dictates what should be satisfactory for a particular profession, and he does not feel that these provisions should be placed on commercial fishermen.

Motion: Commissioner Robinson made a motion to adopt the resolution opposing any change in the definition of a commercial fishing operation; seconded by Commissioner Smith; **motion passed unanimously.**

Commissioner Cavanaugh referenced the earlier letter that was sent by Commissioners noting a 'vote of no confidence' in the North Carolina Marine Fisheries Commission, and asked if a stronger statement could be made. Commissioner Robinson noted that Commissioners could look at options, but it is important to release the resolution as shown. Mr. Burns will discuss the issue with the County Attorney.

Board of Commissioners
Mark Mansfield, Chair
Robin Comer, Vice-Chair
Bob Cavanaugh
Jimmy Farrington
Jonathan Robinson
Bill Smith
Ed Wheatly



County Manager
Tommy R. Burns

Clerk to the Board
Rachel B. Hammer

**RESOLUTION
OPPOSING ANY CHANGE
IN THE DEFINITION OF A COMMERCIAL FISHING OPERATION**

WHEREAS, commercial fishing is a vital part of North Carolina's history, heritage and culture and represents a crucial component of the economy of Carteret County and other coastal communities; and

WHEREAS, according to the North Carolina Division of Marine Fisheries, the sales impact of the harvesting and sale of commercial seafood is \$388,325,000.00 and the income impact of employed commercial fishermen is \$166,066,000.00; and

WHEREAS, the right to choose and pursue a means of livelihood is a property right and a personal liberty guaranteed by Article I, Section 1 of the Constitution of North Carolina; and

WHEREAS, the definition of what constitutes commercial fishing and who may engage in a commercial fishing operation has been established by the General Assembly in the General Statutes of North Carolina, Sections 113-168, 113-168.1, 113-168.2, 113-168.3 and 113-169.2; and

WHEREAS, the North Carolina Marine Fisheries Commission (MFC) is now undertaking an action to consider changes in the definition of a commercial fisherman; and

WHEREAS, among the items that the MFC proposes to consider is a requirement that those holding Commercial Fishing licenses must have 50 percent of their earned income from the Trip Ticket Program, generate 36 Trip Tickets per year, and require those who do not have Trip Tickets to show proof of \$10,000.00 or more income per year; and

WHEREAS, no other professional license issued by the State dictates a percentage of income or minimum income requirement or level of participation in order to qualify; and

WHEREAS, no other job, occupation or employment pursued as a means of livelihood in this State requires a percentage of income or minimum income requirement or level of participation in order to pursue that job, occupation or employment; and

WHEREAS, the requirements that are being considered by MFC, or any other adverse change they may propose to the definition of Commercial Fishing, would have a harmful effect on many of the hard working North Carolinians who now engage in commercial fishing and already suffer because of government overregulation that imposes severe quotas and unnecessary restrictions on fishing seasons, limits and gear forcing many to take on additional jobs and engage in part-time businesses in order to responsibly support their families; and

WHEREAS, this latest attempt to redefine commercial fishing is not the first time that the Marine Fisheries Commission has looked at this matter; and

WHEREAS, over seven years ago, in October of 2010, the Marine Fisheries Commission empaneled a Fishing License Review Taskforce, which examined in detail the requirements for holding a commercial fishing license and concluded that the definition contained in the General Statutes was adequate and therefore there was no real need to modify the definition of what constitutes a commercial fisherman; and

WHEREAS, furthermore, the Final Report from the Fishing License Review Taskforce clearly stated its recommendation that "no changes are needed to the existing definition."

WHEREAS, any action of the Marine Fisheries Commission to consider changes in the definition of commercial fisherman would not have a rational, real or substantial relation to the public health, morals, order, or safety or the general welfare of society and would interfere with an individual's inalienable right to the fruits of one's labor in violation of the Constitution of the State of North Carolina.

NOW THEREFORE BE IT RESOLVED that the Carteret County Board of Commissioners supports the definition of commercial fishing that has been determined by the duly elected members of the North Carolina General Assembly and reflected in the North Carolina General Statutes.

AND BE IT FURTHER RESOLVED that the Carteret County Board of Commissioners strongly opposes the unnecessary effort that is now underway by the Marine Fisheries Commission to reexamine the definition of commercial fishing, and urges all coastal communities to adopt similar resolutions, and encourages all residents to vigorously voice their concerns about the latest attempt by the Marine Fisheries Commission to once again redefine commercial fishing.

ADOPTED, this the 7th day of February 2018.

Mark Mansfield
Chairman

Rachel Hammer
Clerk to the Board of Commissioners

*** BREAK FOR LUNCH ***

VI. PROJECTED BUDGET NEEDS/BOARD OF EDUCATION

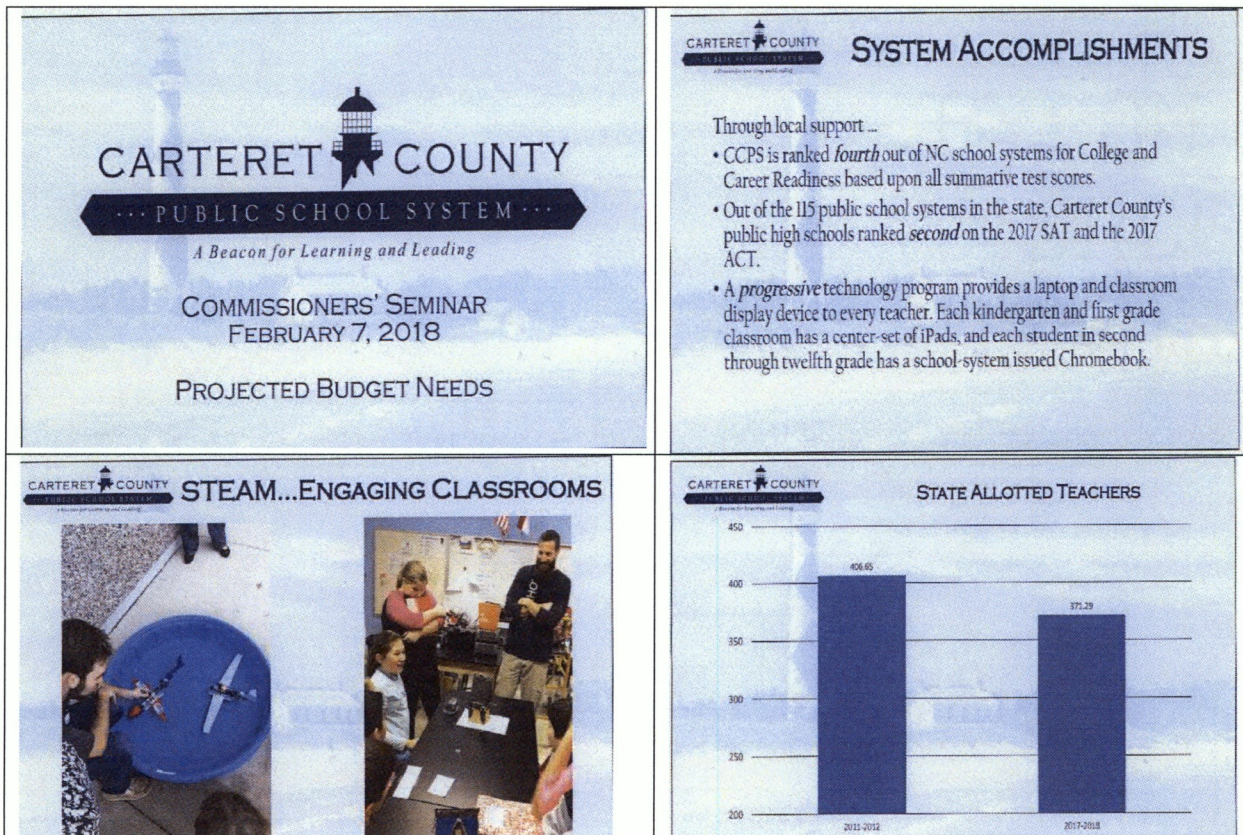
Chairman Mansfield acknowledged those in attendance: Chair Perry Harker and Board members Blake Beadle, Travis Day, Melissa Ehlers, Jake Godwin, and John McLean; along with Superintendent Mat Bottoms; Assistant Superintendent Blair Propst; Finance Officer Kathy Carswell, Tabbie Nance; and Chief Technology Officer Mike McKay.

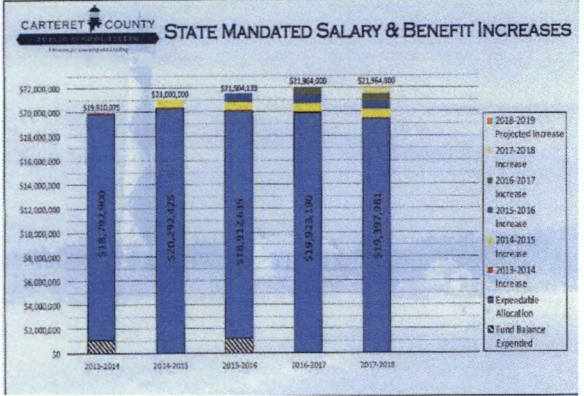
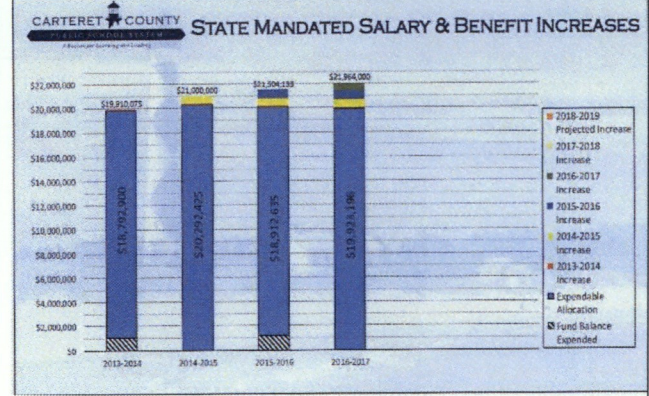
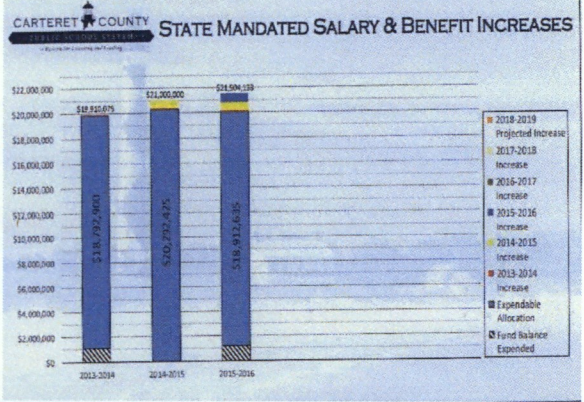
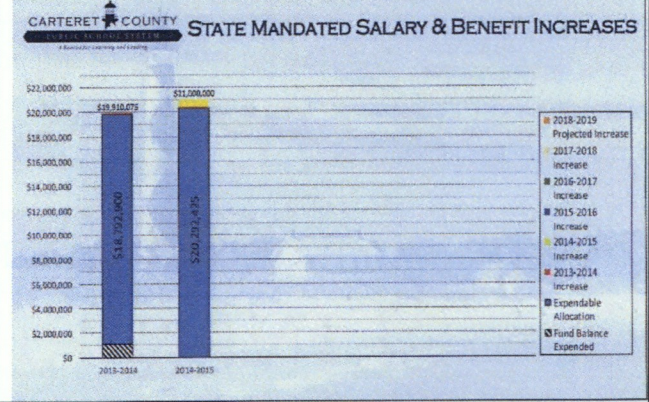
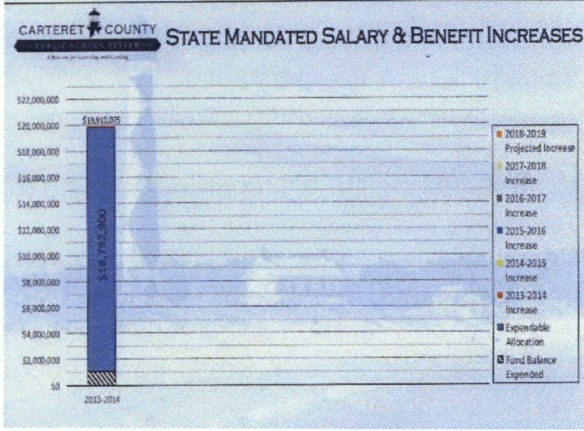
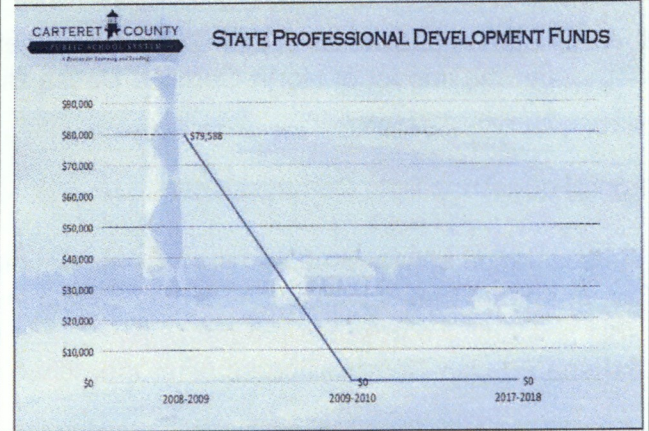
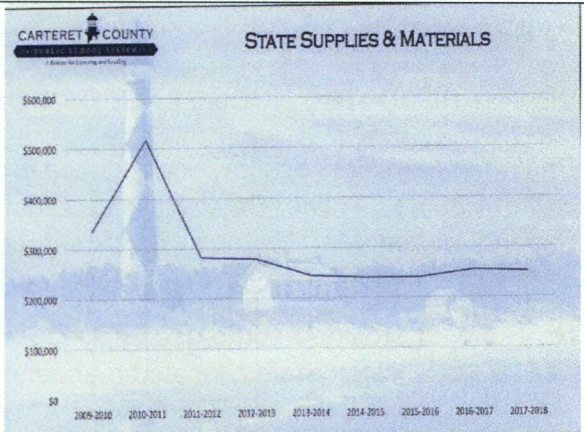
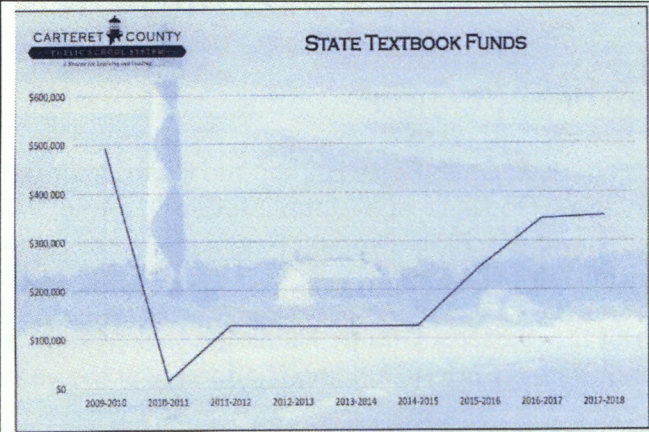
Mr. Bottoms provided some accomplishments of the Carteret County Public School System as well as statistics on State allocated teachers, and State & Federal funding changes over the years as highlighted in the presentation.

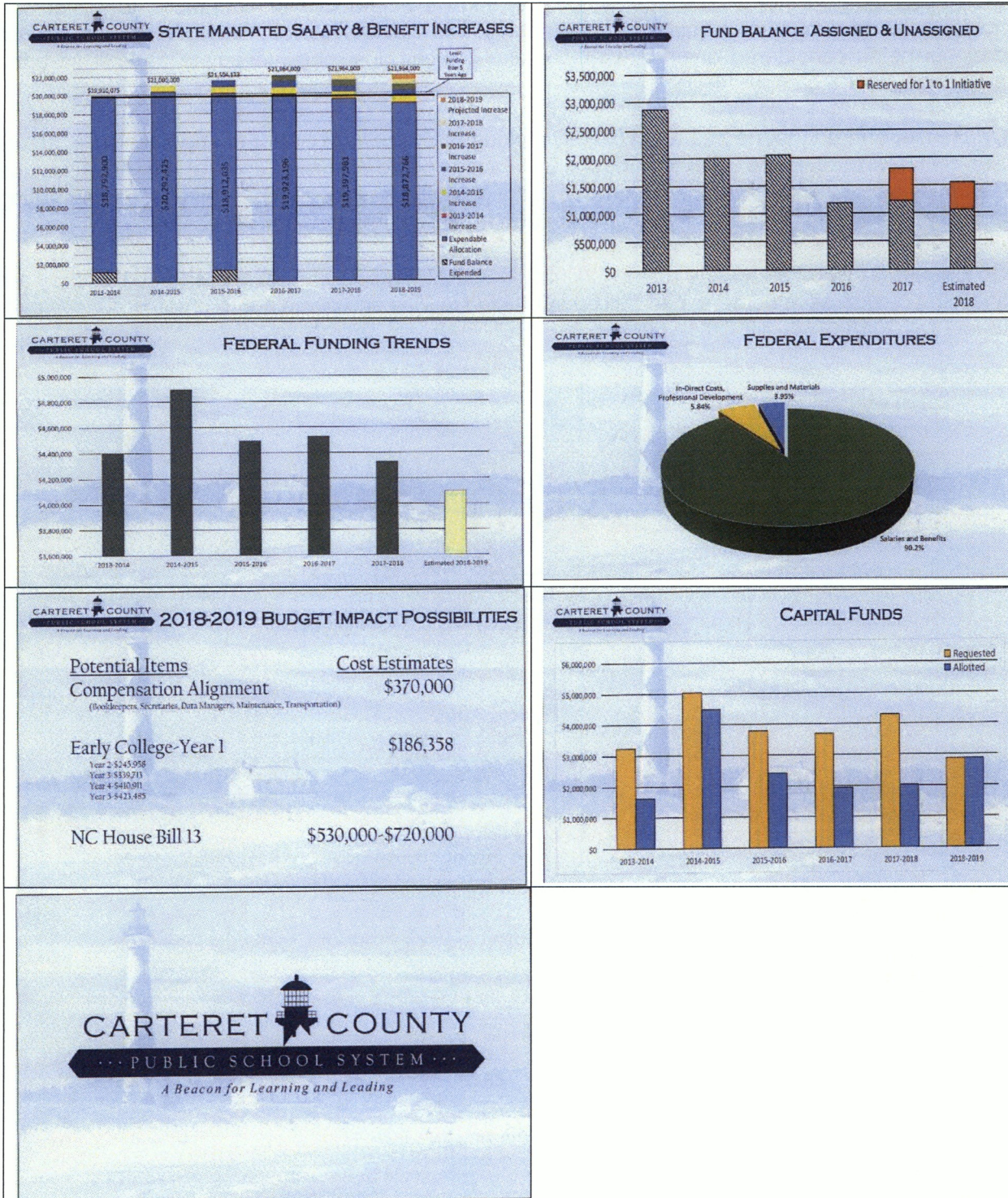
Mr. Bottoms shared that there are potentially three budget impact items in their 2018-19 budget; these include a compensation study, early college, and the impact of North Carolina House Bill 13 which decreases class sizes in K-3.

Mr. Bottoms closed his report responding to general questions from Commissioners.

Commissioner Comer spoke briefly regarding the substance abuse issue and how to stop people from falling into the problem. Commissioner Comer shared that Commissioners may be coming to the schools to get help on how to address this or starting a possible program. Mr. Bottoms shared that the schools would be on board and shared with Commissioners what the schools were currently doing.







VII. PROJECTED BUDGET NEEDS/COMMUNITY COLLEGE

Dr. John Hauser provided an overview of new associate degree programs planned at the College, and provided a status update on the Maritime Center of Excellence, the Career and College Promise Programs, and Marine and Science Technology Early College High School.

Dr. Hauser shared that the college is going through a \$3.9M Capital Campaign to assist with health science simulation equipment, technology, the culinary center, and others, and shared projects being considered or underway to make the campus more collegiate as well as bring awareness to the campus.

Dr. Hauser shared that he has been closely looking at the college's budget and expenses; actual expenditures to-date are 56% of budget. Dr. Hauser noted that he cannot at this point provide Commissioners with an estimated increase in the projected County budget for the College, noting that it will be based on the budget of chillers and replacements that are necessary.

Dr. Hauser provided an update on the Culinary & Hospitality Arts Center and shared that they are finalizing design development; bids will be submitted in May and plans are to break ground in mid-to-late fall 2018.



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Carteret County Commissioners' Seminar

New Associate Degree Programs (Proposed Fall 2018)

- Associates in Engineering (transferrable to 5 North Carolina university engineering schools)
- Horticulture Technology (2 year Associate in Applied Science Degree)
- Welding Technology (2 year Associate in Applied Science Degree)
- Automotive Systems Technology (2 year Associate in Applied Science Degree)
- Diesel and Heavy Equipment Technology (2 year Associate in Applied Science Degree)

Maritime Center of Excellence

- Approved and signed into legislation by President Trump
- Designations to be announced by Department of Transportation in coming months
- Transport Apprenticeship – 5 Boat Manufacturers – CCC Apprenticeship Program

Career and College Promise Programs

- East Carteret High School – approved to offer college programs (welding, CJC, College Transfer)
- West Carteret High School waiting for approval from SACSCOC for accreditation approval
 - WCHS students taking Aquaculture on CCC Campus as well as college transfer courses
- Croatan High School determining space needs for CCC courses to be held at CHS
 - Croatan students taking college transfer and other courses on CCC Campus
- 300 students total from Carteret County Schools enrolled in Career and College Promise Course

Marine and Science Technology (MaST) Early College High School

- Approved by North Carolina Department of Public Instruction
- Approval by North Carolina Community College System in February State Board of CC meeting
- Renovations underway to IT infrastructure, classroom modifications, and security camera upfit

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Culinary and Hospitality Arts Center
 Finalizing Design Development
 State Construction Office Approval
 Finalize Bid Package
 Submit for bids in May
 Break ground in late to mid-fall 2018

Capital Campaign
 \$3.9 Million Capital Campaign
 Health Science Simulation Equipment
 Science, Technology, Engineering and Math (STEM)
 Culinary and Hospitality Arts Center
 Maritime Center of Excellence
 Collegiate Campus Environment

Current County Budget

Operating Budget:	\$2,512,615	Actual Expenditures to Date:	\$1,372,202	56%
Capital Budget:	\$ 225,000	Actual Expenditures to Date:	\$ 19,620	9%

Projected County Budget

Operating Budget:	Alignment of line items and allocations (salaries, supplies, repairs)
Capital Budget:	Replacement of chillers, roof replacements
Estimated Increase:	To be determined based on estimates for chillers and roof replacements

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*** RECESS ***

VIII. STABILIZATION OF BEAUFORT INLET

Mr. Rudi Rudolph provided historical navigation statistics and provided an overview of current conditions along the Beaufort Inlet as shown within his presentation.

Navigation Project History

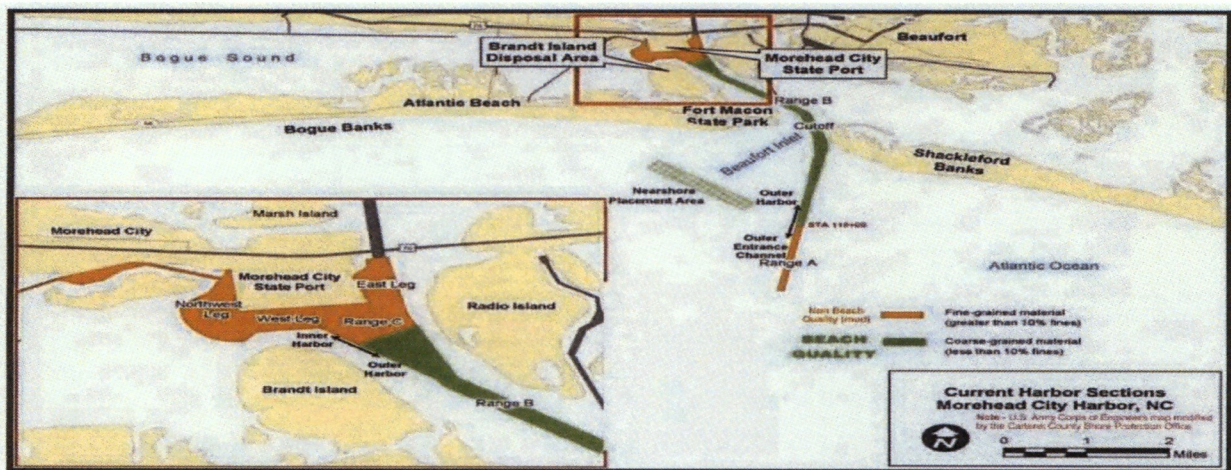
1911: - 20 ft x 300 ft wide,
non-fixed alignment, outer bar

1936: - 30 ft x 400 ft wide,
fixed alignment, w/ inner harbor

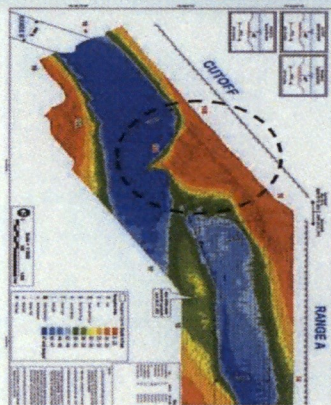
1961: - 35 ft x 400 ft wide

1978: - 42 ft x 450 ft wide

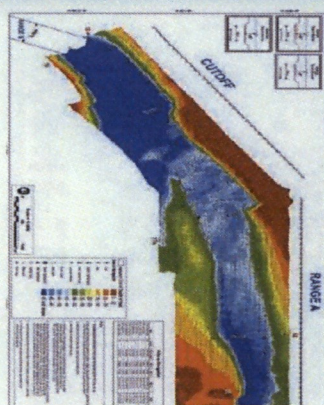
1994: - 47 ft x 450 ft wide
(inner channel = - 45 ft)



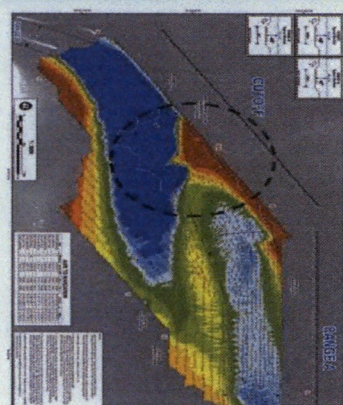
CURRENT CONDITIONS



May/April 2013 survey



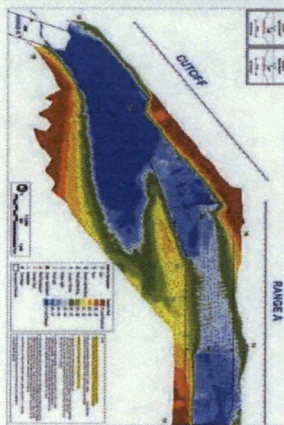
August 19-26, 2013 survey



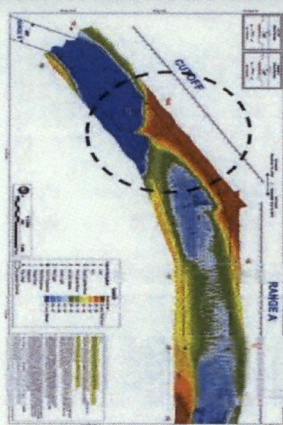
March 10, 14, & 25, 2014 survey
May 2, 2012 imagery



CURRENT CONDITIONS



May 23, 2014 survey



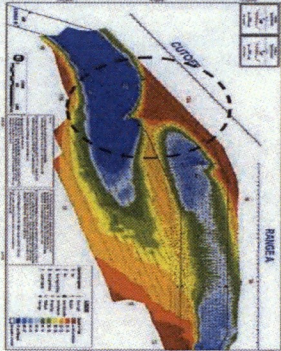
November 13, 2014 survey



January 21, 2015 survey



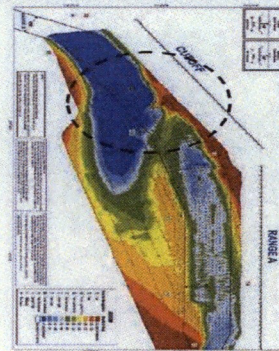
CURRENT CONDITIONS



March 31 – April 2, 2015
survey



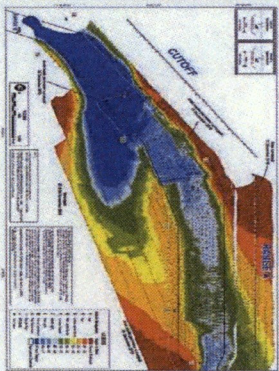
August 17 - 20, 2015
survey



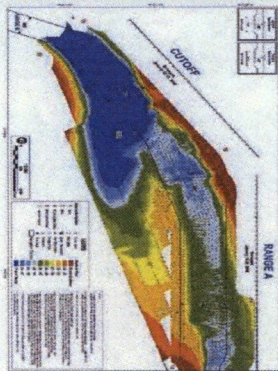
October 6 - 7, 2015
survey



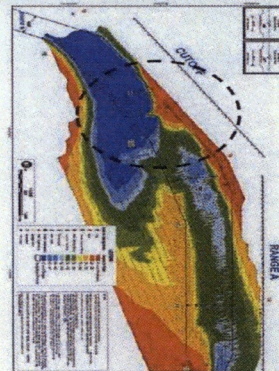
CURRENT CONDITIONS



December 11 & 15, 2015
survey



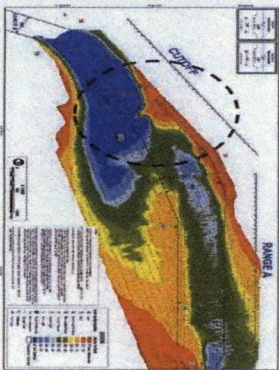
January 19 & 20, 2016
survey



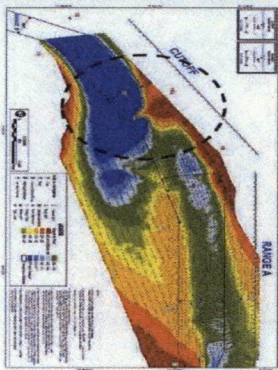
March 26 – April 4, 2016
survey



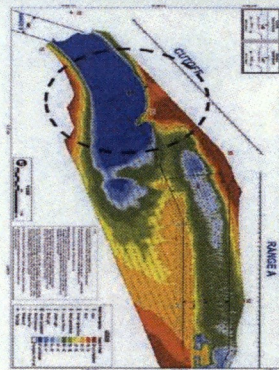
CURRENT CONDITIONS



May 4-9, 2016
survey



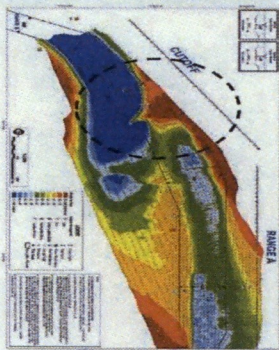
June 10, 2016
survey



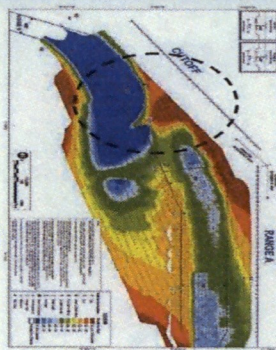
September 5, 2016
survey



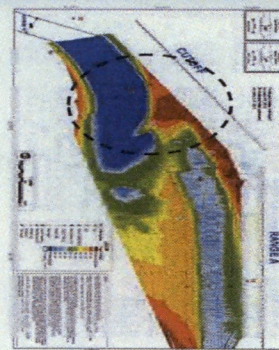
CURRENT CONDITIONS



October 5, 2016
survey



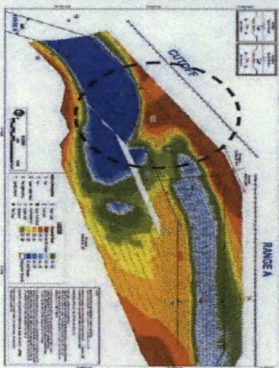
November 8, 2016
survey



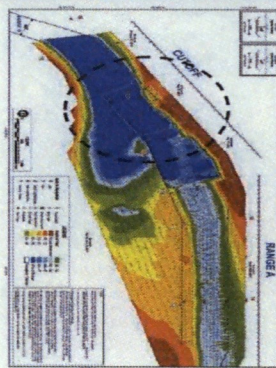
January 5, 6, & 13, 2017
survey



CURRENT CONDITIONS



March 3, 2017
survey



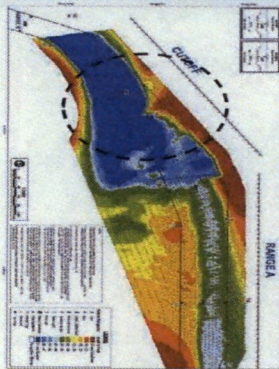
May 11 & 16, 2017
survey



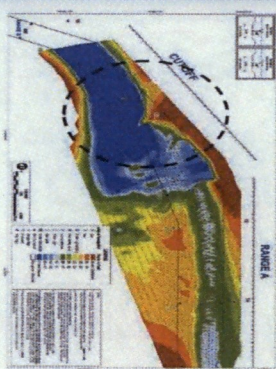
June 25, & July 6 & 7, 2017
survey



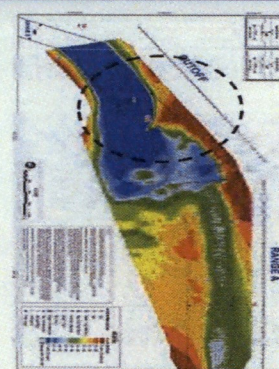
CURRENT CONDITIONS



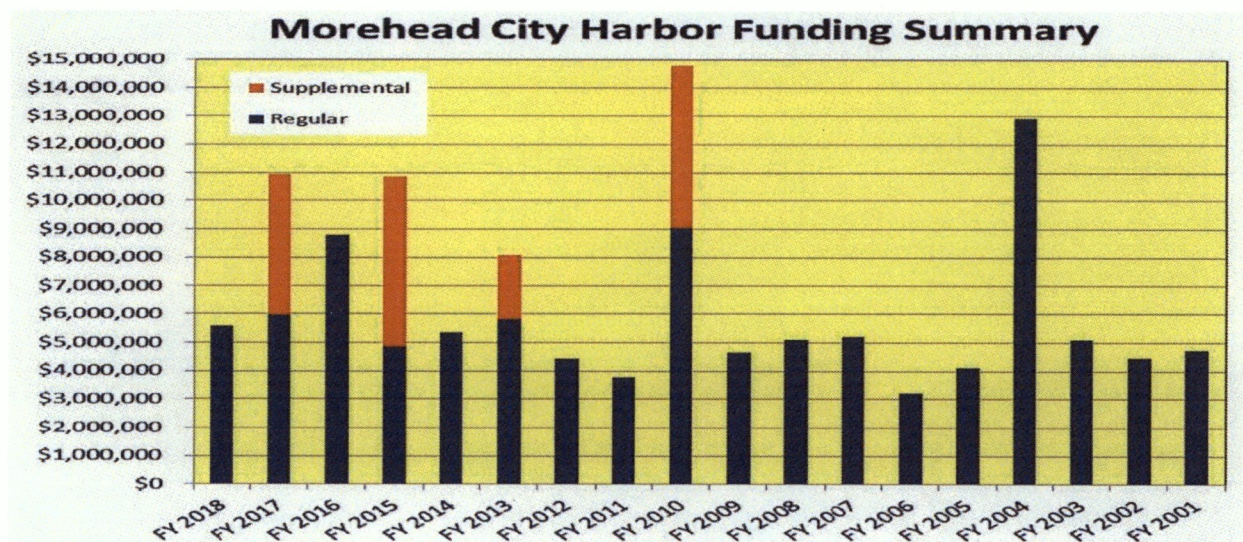
August 18, 21, 22, & 24
2017
survey



September 28 - 29, 2017
survey



Oct. 27, 31; Nov. 2, 3, & 6, 2017
survey



Commissioner Wheatly asked Mr. Rudolph what he thought it would take to stabilize the west end of Carrot Island. Mr. Rudolph responded that he felt it would be a jetty and the Parks Service would probably be opposed to the construction of a jetty. Commissioner Wheatly shared that due to the end of the island being washed away on the back-side of Carrot Island, the waves roll in continuously; stabilizing that end would prevent that from happening.

Mr. Rudolph shared a link to 'earth engine' which shows a time-lapse of the changes (<https://earthenging.google.com/timelapse/>) in the sand placement over the years, and responded to questions from Commissioners.

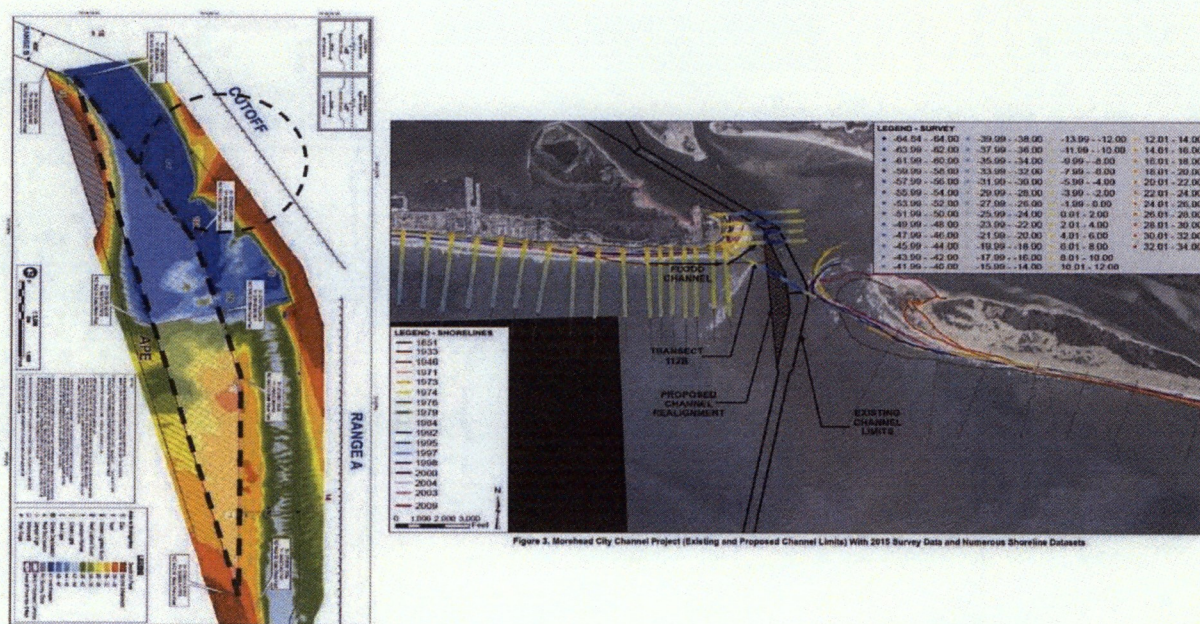
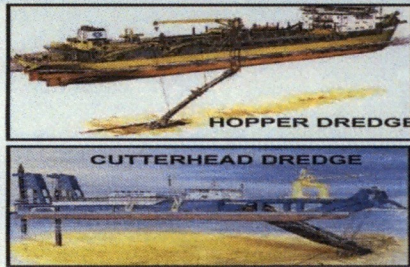


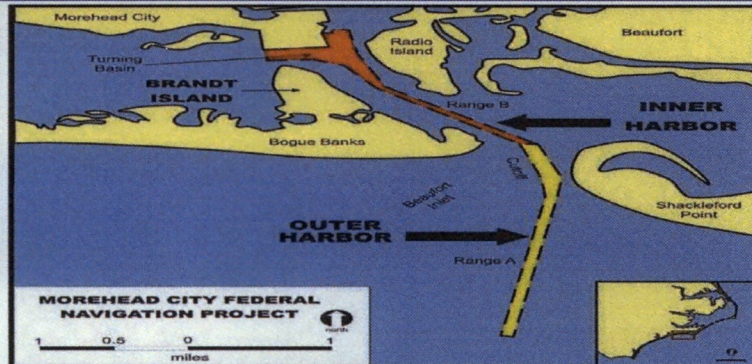
Figure 3. Morehead City Channel Project (Existing and Proposed Channel Limits) With 2015 Survey Data and Numerous Shoreline Datasets

Nov. 28 & Dec. 1, 2017
survey

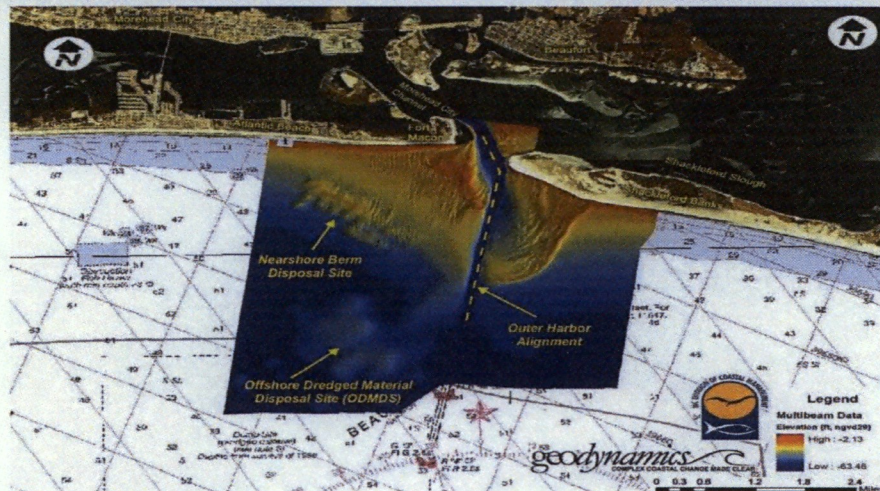
Morehead City Harbor (<2005)



✓ **Inner Harbor**
Range B
& the Turning Basin.

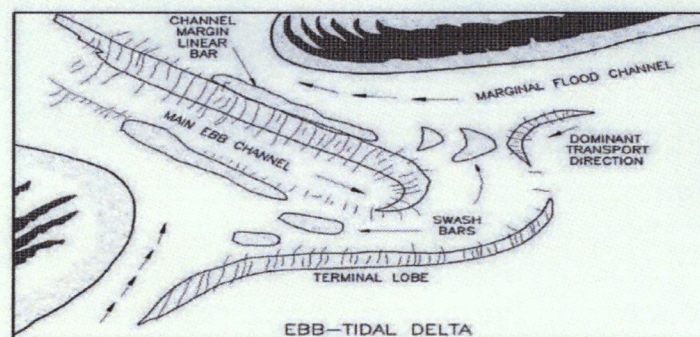


Morehead City Harbor (<2005)



Typical ebb-tidal delta morphology

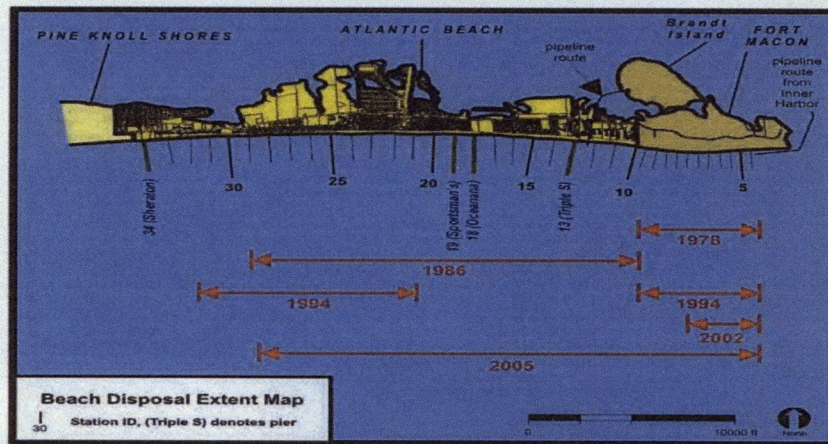
(Hayes, 1980)



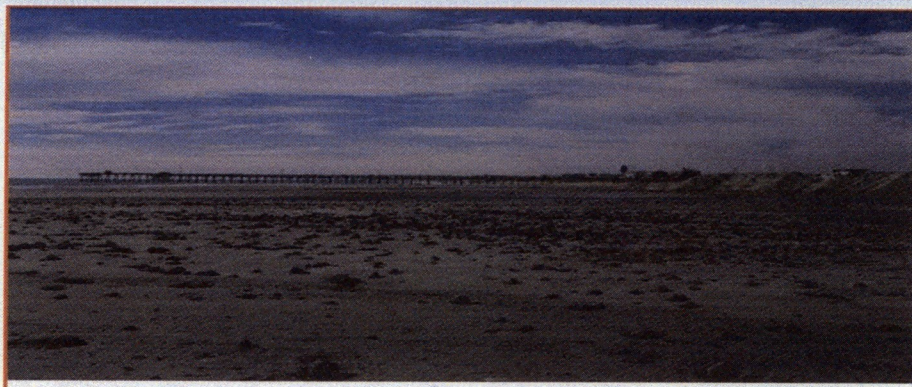
Morehead City Harbor (<2005)



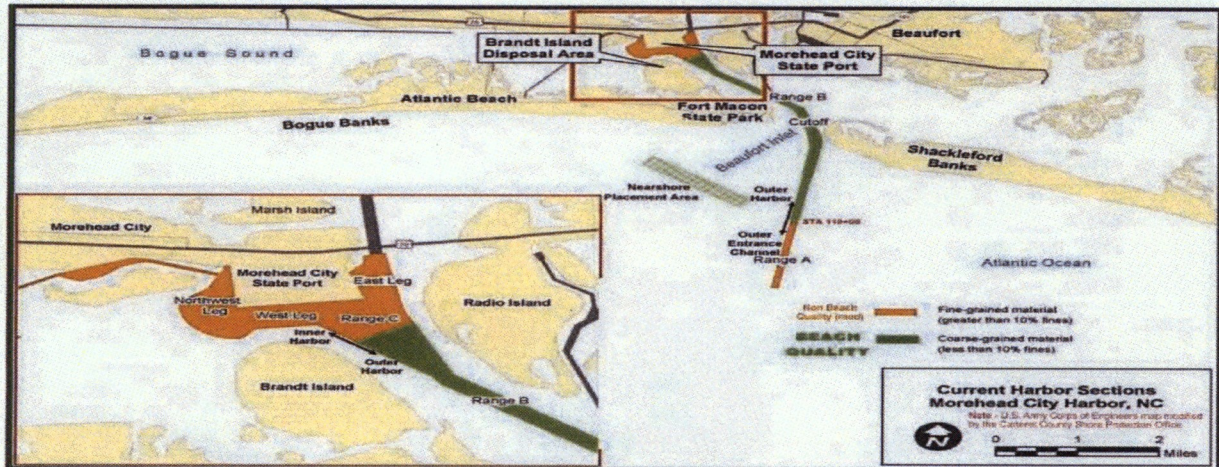
Morehead City Harbor (<2005)



2005 Pump-Out

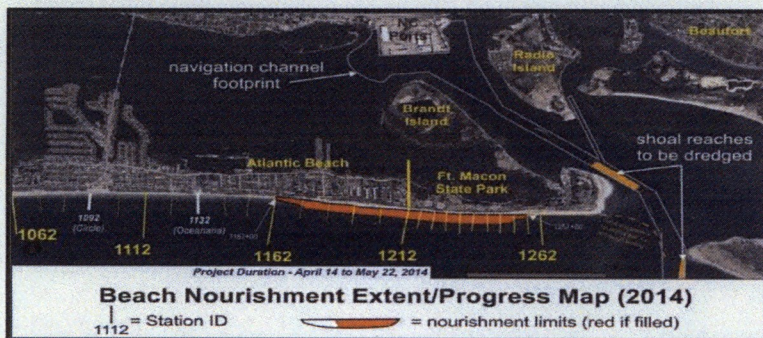


2005 Pump-Out**2005 Pump-Out****2005 Pump-Out**



2010 – 2011 (1,346,700 cy)

\$12,762,429



2014 (1,107,585 cy)

\$9,415,774



2017 (621,000 cy)

\$9,435,825

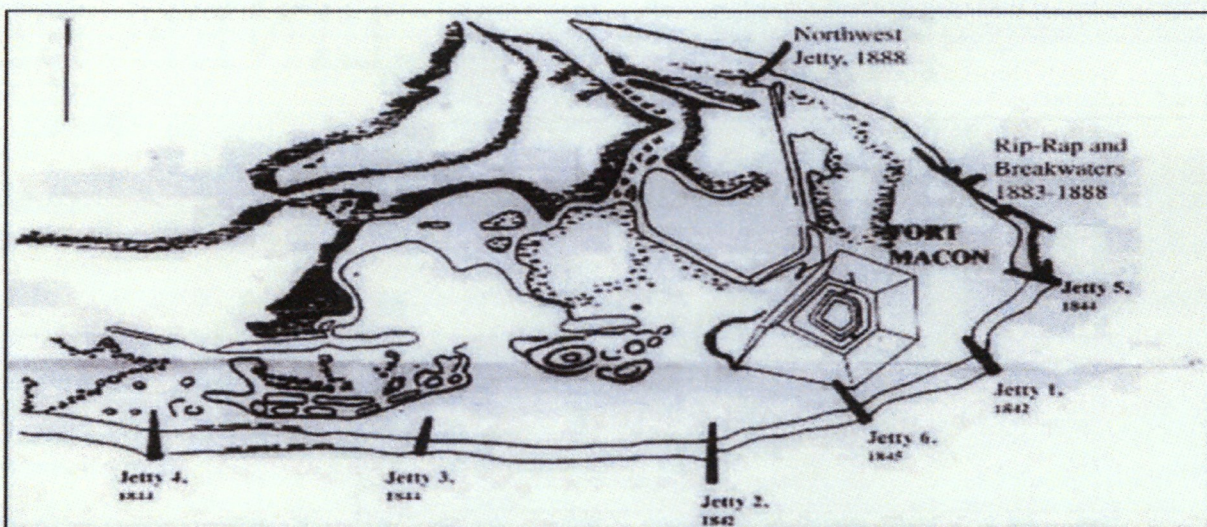
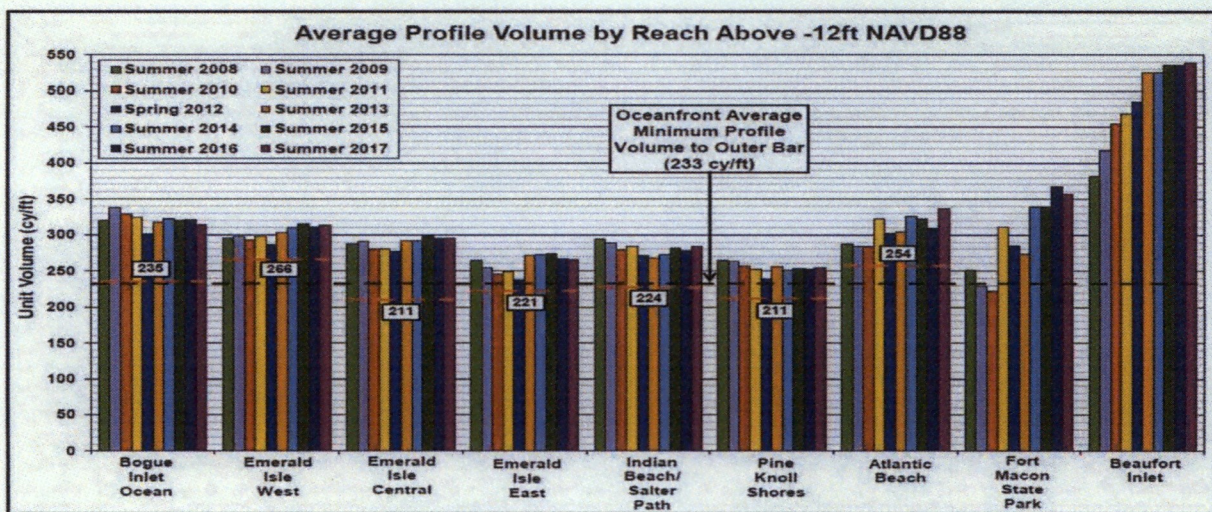
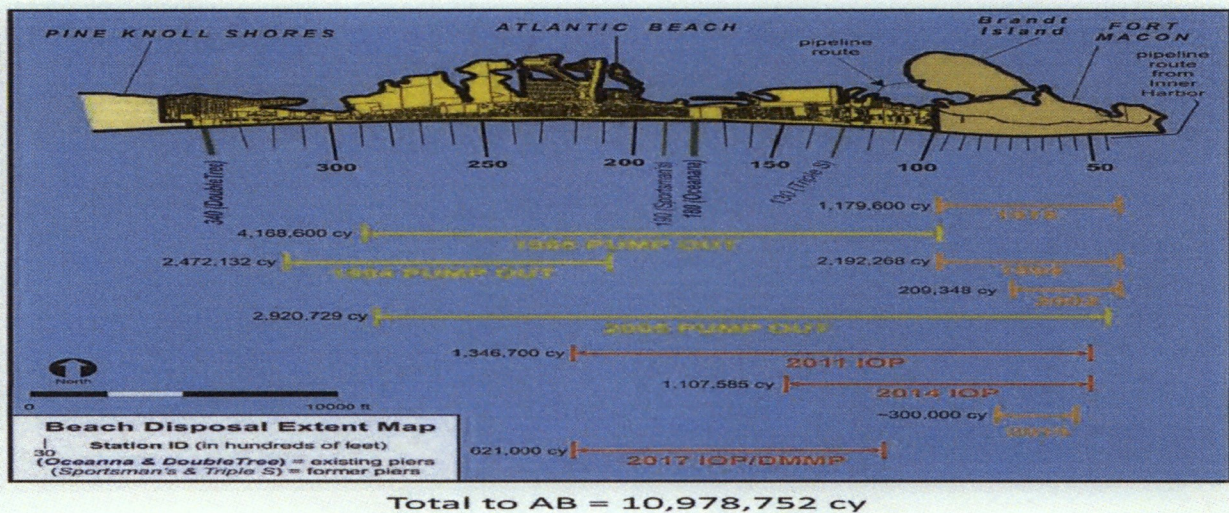


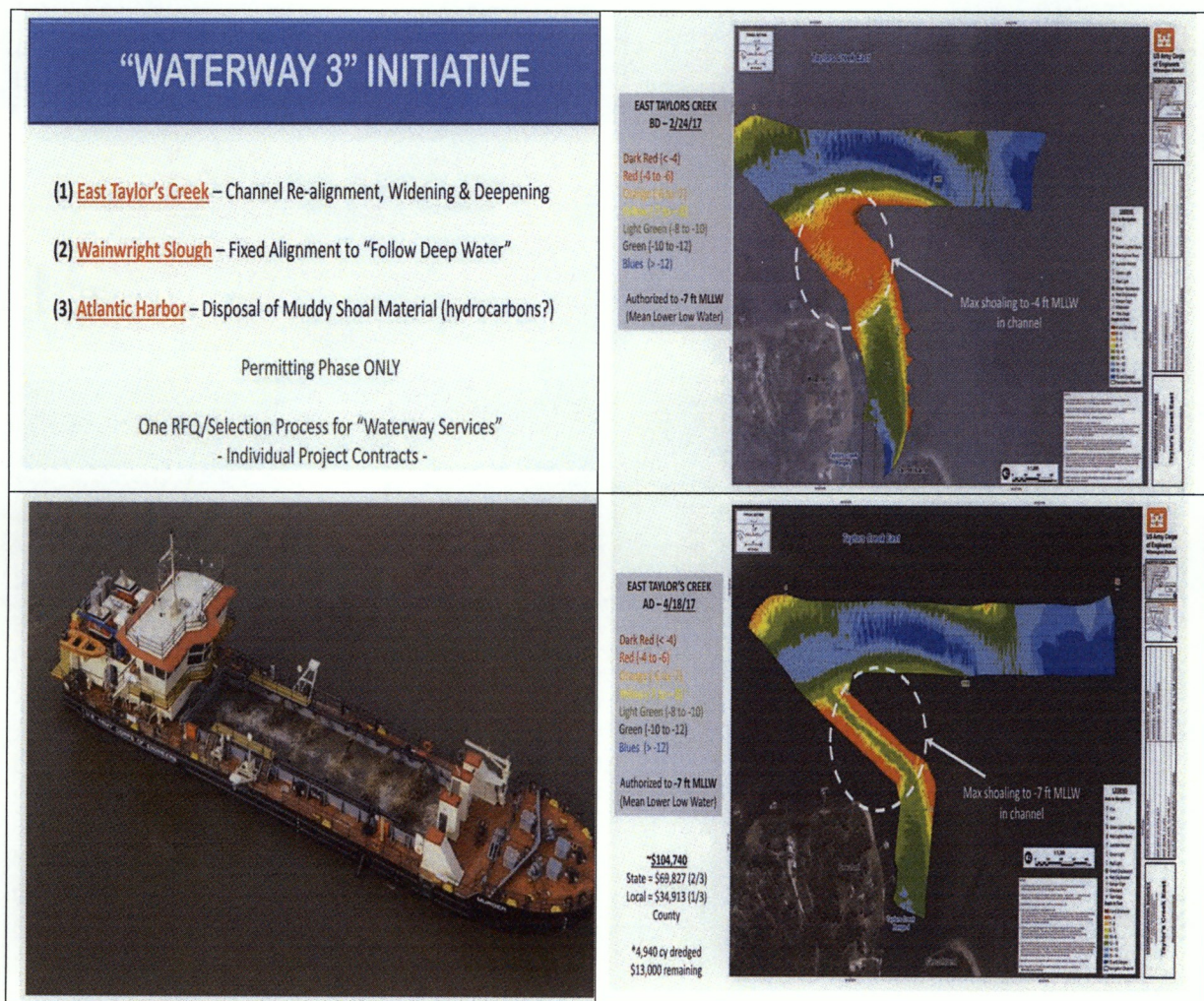
Figure 2. Map showing groin placements from 1842 to 1888, under direction of Robert E. Lee (Branch 2005).

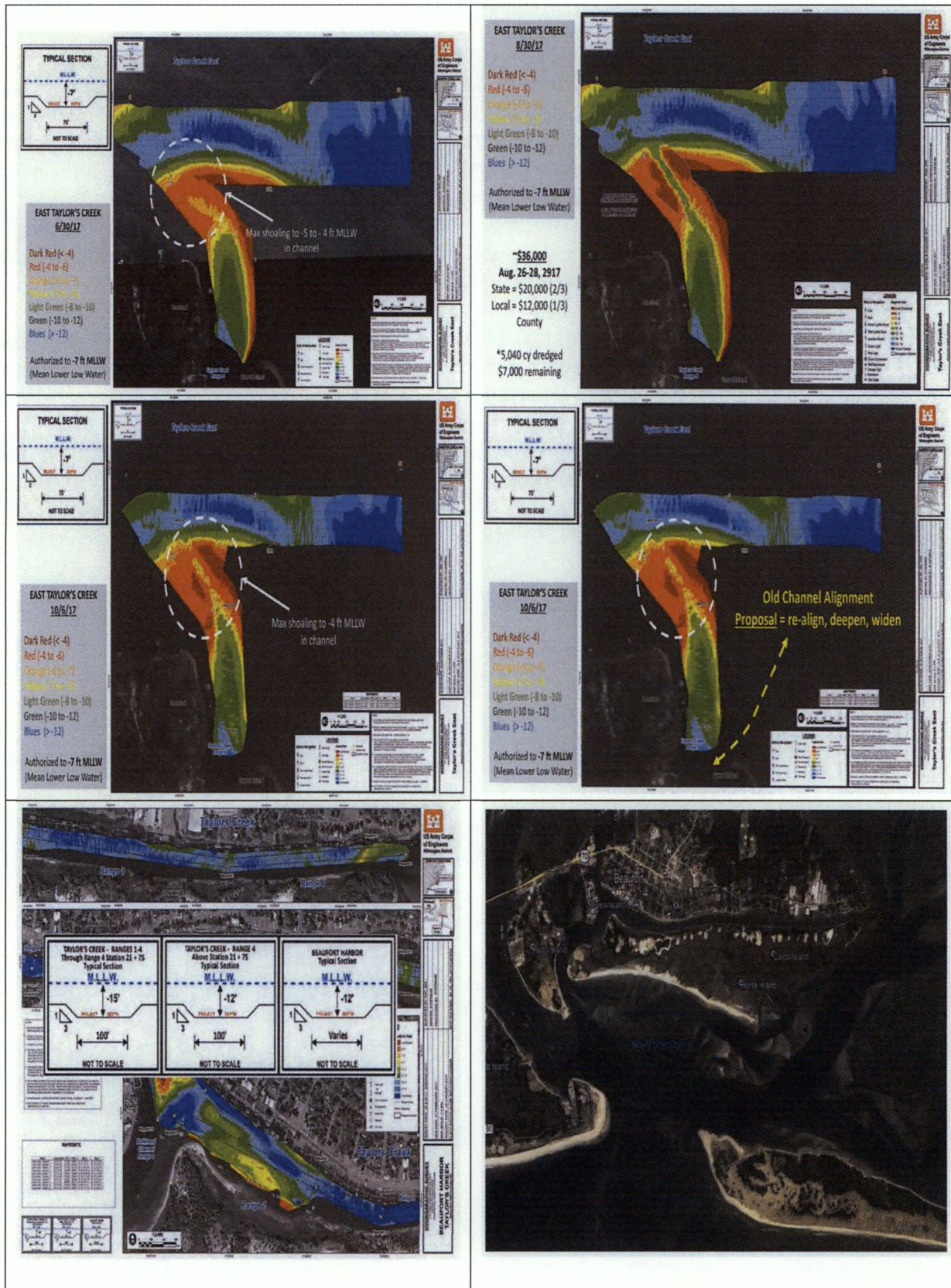
IX. UPDATE: WATERWAYS PROJECTS

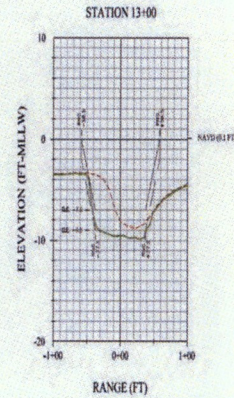
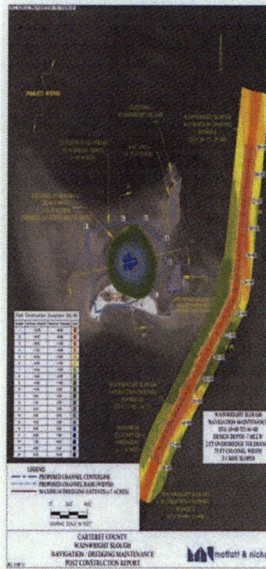
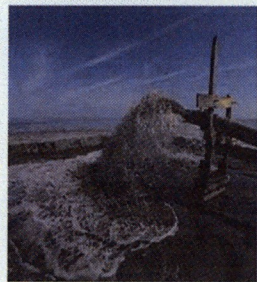
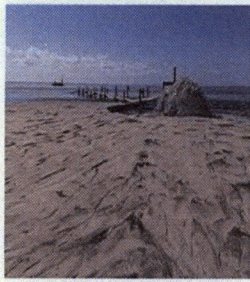
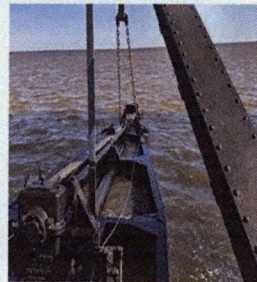
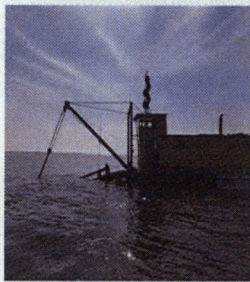
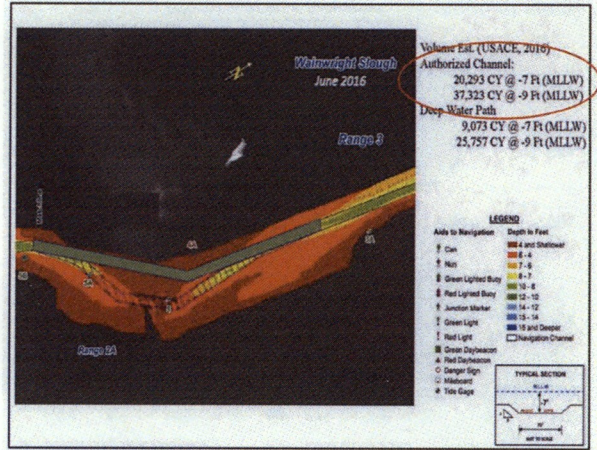
Mr. Foxworth shared that from a Waterways Management Committee perspective, they have received some national recognition due to the prioritization process that was started by Commissioners. Mr. Foxworth provided an update on the waterways prioritization sharing that the Waterways Management Committee has narrowed it down to seven criteria basing the decisions on where to dredge. Mr. Foxworth shared that the Committee continues to look at metrics that can be placed within the equation. Mr. Foxworth shared that the next meeting is scheduled for 2/21; Corps representatives will be available to answer any questions. Mr. Foxworth invited anyone interested to attend.

Mr. Foxworth noted that the three major tasks last year were for East Taylor's Creek, Wainwright Slough and Atlantic Harbor; a lot consisted of putting those permits in place. Mr. Foxworth shared that he learned on 2/6 that the County received a \$170K grant for stabilization of Atlantic Harbor.

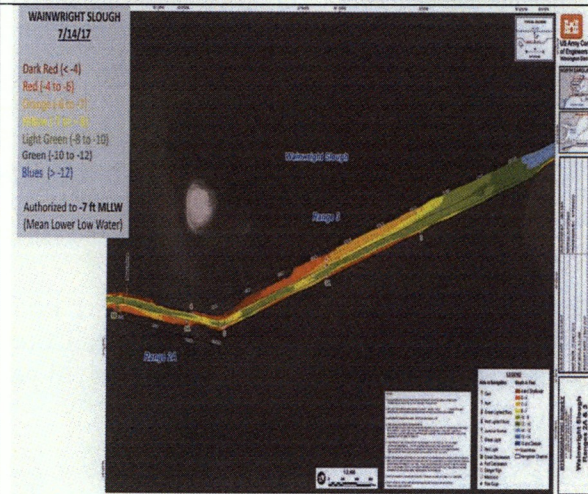
Mr. Rudolph provided information on each project as shown within the presentation and responded to questions from Commissioners.

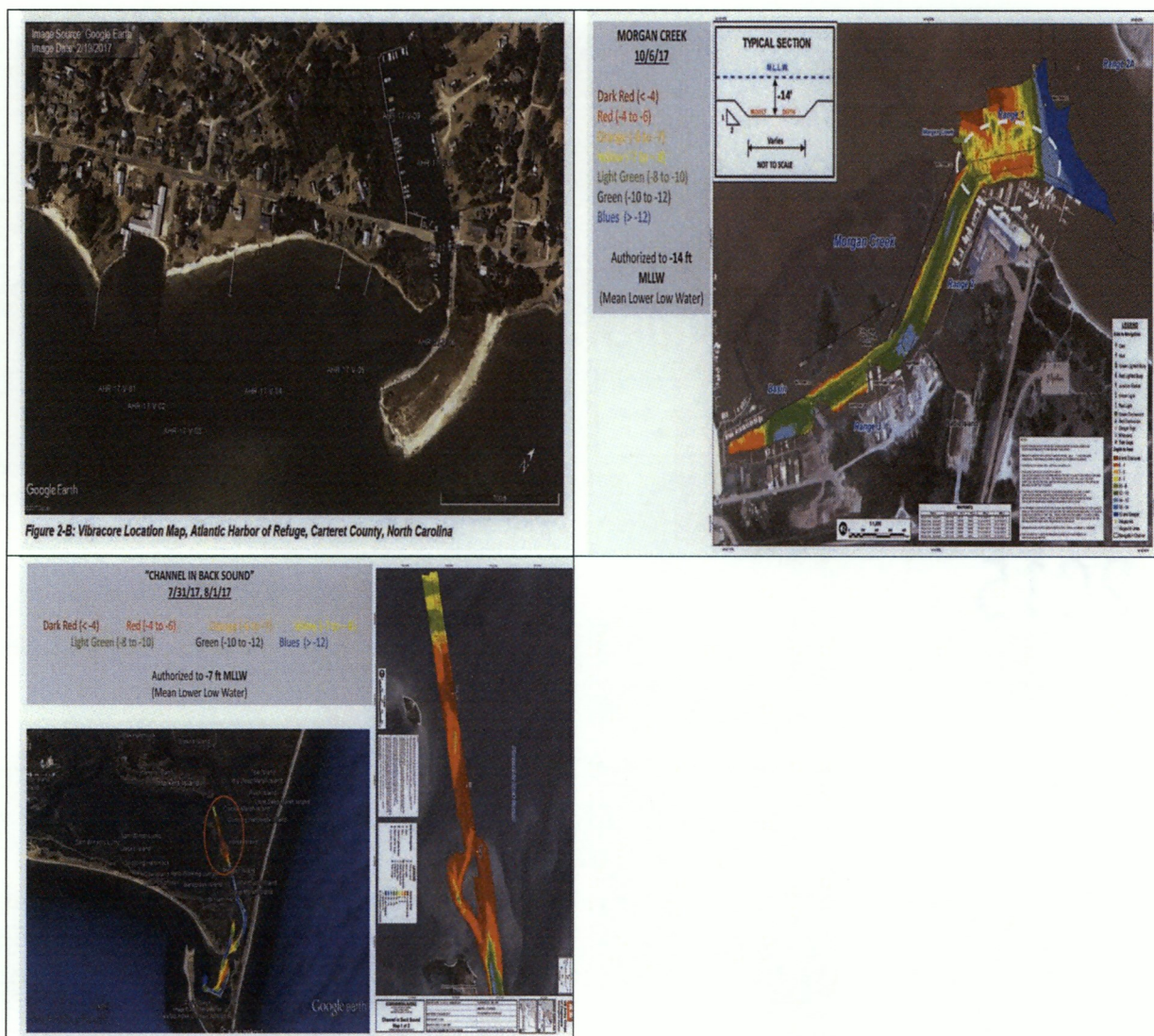






34,540 cy PAID volume (~92%)





Mr. Rudolph closed by sharing that the three projects amounted to about \$750K; the State is paying two-thirds and the County is paying one-third.

Chairman Mansfield asked that Mr. Foxworth continue by providing the Capital Projects Update.

X. CAPITAL PROJECTS UPDATE

Mr. Gene Foxworth shared that he appreciates the support that Commissioners provided; noting that approximately \$1.2M was funded for improvements and deferred maintenance for the County last year. Mr. Foxworth shared that they are on target to complete the projects this fiscal year and within budget.

Mr. Foxworth provided an update on current Capital projects, highlighted the status of each project, and anticipated expenses.

GENERAL SERVICES

Eugene Foxworth
Director



Beaufort, NC
Phone: 252-728-8545
Fax: 252-728-6643

TO: Carteret County Board of Commissioners
COPY: Tommy Burns, Carteret County Manager
FROM: Gene Foxworth, Assistant County Manager
SUBJECT: 2017-2018 Project Update – Commissioner Seminar
DATE: February 7, 2018

Please find below the description of projects that you funded in last year's budget along with a brief update (in blue) on the current status. Also, please find attached a list of proposed projects for funding in the upcoming budget along a list of requested potential future projects.

1. Roof on Administration & Annex

This project is being requested by the General Services Department. If approved, this project would replace the roofing on both the Administration and the Court Annex Building totaling 24,208 sq. ft. of rubber membrane roofing. The 2011 study completed by Stafford Engineering spoke directly to the need for replacement. This project has been bid, awarded, and is underway.

• \$100,000

2. HVAC Replacements

This project is being requested by the General Services Department. Heating and Air service calls are the Public Buildings Division's number one call for service by trade. This includes the replacement of individual units at Social Services, Station Club, EDC, Health Department, Western Park, Western Office, and the Civic Center. Approximately 50% of these units have been replaced to date.

• \$120,000

3. Laurel Road Water Plant Rehab

This project is being requested by the Public Works Department. If approved, this project would rehabilitate the water filtration system for one of two trains of our water system. More specifically this would replace the filter media and rehab the filter softener component. This will ensure continued compliance with State regulation. (Note: this will rehab one side of our filtration system, Public Works intends to request funding for the rehab of the other next year)

This project was bid and awarded at the January Commissioners Meeting anticipated start in 5 weeks.

• \$130,000

1

4. DSS Bathroom Renovations

This project was requested by the Department of Social Services. If approved, this project would renovate all of the bathrooms in the building. This would include new flooring, recovering the countertops, replacing the fixtures, and painting. This building is one of the most highly frequented County facilities. The bathroom and fixtures to the best of our knowledge are original to this buildings 1992 construction.

This project has been bid, awarded, and has a first of February start date.

• \$75,000

5. Administration Building Boiler

This project is being requested by the General Services Department. The boiler in the Administration Building is approximately 35 years old and original to the building. Over the last several years, it has become a maintenance issue for the County staff and is becoming more difficult and expensive to repair. This is the primary heat source for the Administration building only.

This project has been bid, awarded, and has a March 6th start date.

• \$30,000

6. DSS Windows and Façade Improvements

This project was requested by the Department of Social Services. If approved, this project would replace the deteriorated windows and casings in an effort to improve the function of the building, meet current code and improve energy efficiency. The vast majority of these windows are original to the buildings 1992 construction.

RFP is currently being developed, must meet historical standards.

• \$120,000

7. County Jail Boiler Replacement

This project is being requested by the Sheriff's Office and General Services Department. If approved, this project would replace two diesel fired boilers in the County Jail. They have become more of a maintenance issues over the last several years and are in need of almost constant attention. These are original to the building.

This project has been bid and awarded, awaiting start date.

• \$60,000

8. Administration Building Generator

This project is being requested by the General Services Department. This project would complete the electrical refit required to use the 250kw generator that is installed now versus the 30kw generator previously servicing the Administration Building and Annex.

This project has been bid and awarded, waiting on fuel tank fabrication, start date February 19th.

• \$35,000

9. Health Department Lobby and Office Renovations

This project is being requested by the Health Department. If approved, this project would renovate the waiting area and front desk to better serve customers. Also, this

- project would renovate current storage space to accommodate 7 additional offices to further accommodate patient services. The renovation of the nurse's station would serve to further HIPAA compliance and ensure patient confidentiality. Nurses station complete, offices and lobby renovation have been bid, on the February Commissioners Agenda for award.
- **\$110,000**
- 10. Swinson & Freedom Parks Picnic Shelter**
This project is being requested by the Parks and Recreation Department and the Public Works Department. If approved this project would include the replacement of the deteriorated picnic shelter and replacement of the roof on the restroom facilities at Freedom Park, as well as the addition of a Picnic Shelter at Swinson Park adjacent to the new playground.
Project under design, anticipated late February bid date.
- **\$65,000 (2)**
- 11. Western Park Bathroom Renovations**
This project is being requested by the Public Works and the Parks and Recreation Departments. If approved this project would rehabilitate the main bathroom located at the concession stand at Western Park. The renovations would include new flooring and fixtures and well as the installation of a grinder pump and accessories. This project has been bid and awarded, contractor to begin February 19th.
- **\$20,000 (Renovations) \$17,000 (Plumbing) Total: \$37,000**
- 12. Radio Island Bathroom Renovations**
This project is being requested by the Public Works and the Parks and Recreation Departments. If approved this project would rehabilitate the main bathroom located at the Radio Island Beach Access. This is one of the more heavily used park facility in the County. The renovations would include new fixtures, exterior improvements, and the relocation of the shower facilities.
This project has been bid and awarded, contractor to begin February 13th.
- **\$28,000**
- 13. Civic Center Improvements**
This project is being requested by the Civic Center. If approved this project would replace the carpet in the entry way of the Civic Center with laminated vinyl plank matching the main assembly area. Replace all of the ceiling tiles in the main assembly area which are original to the building.
This project has been bid and awarded. Ceiling tile replacement complete, flooring replacement scheduled for the second week of March
- **\$16,000 (LVT Lobby) \$22,000 (Ceiling Tiles) Total: \$38,000**
- 15. Western Library Addition**
This project is being requested by the Carteret County Public Library. This project was funded in last year's budget. General Services is in the process of preparing a Request for Qualifications for Architectural Services. The total project cost is estimated at \$280,000, the County contribution currently is \$150,000. The Library group has notified us that they are ready to move forward. This funding would roll over to next fiscal year.
This project is under design, anticipate an early spring bid date.
- **\$150,000**
- 16. Court Resurfacing (Tennis, Basketball & Pickleball)**
This project is being requested by the Parks and Recreation Department. If approved, this project would resurface 6 tennis courts at Fort Benjamin Park, one Basketball Court at Freedom Park, as well as resurface the current basketball court at Western Park and convert half of the court to Pickleball.
This project is complete.
- **\$54,000**
- 17. Western Park Playground Replacement**
This project is being requested by the Parks and Recreation Department. This project would replace the existing aged and worn playground equipment at Western Park. It was the intent to rehab this playground this year, but upon closer inspection, staff recommended replacement given the amount of wear and daily use.
This project is on the February Commissioners Agenda for award.
- **\$100,000**

Mr. Foxworth then provided a list of the proposed projects for the FY18-19 budget and provided an overview of each project. Mr. Foxworth shared that the total is roughly \$512K which is basically half of this year's capital project expenses.

**Carteret County Commissioners Retreat
February 7, 2018**

Proposed Projects for FY 18/19 Budget

The General Services Department is tasked with identifying the most urgent building renovation, maintenance, and other project needs for Carteret County facilities. For FY 18/19, there is not any new construction proposed outside of the Jail Expansion discussion, and the budget requests emphasizes the importance of maintaining the County's current assets. The list below is numbered for convenience not priority.

1. Health Department Roof Replacement

This project is requested by the General Services Department to alleviate the problem of continuous leaking of the roof in several areas during rain events. The roof has been patched in several areas, but the leaks continue. If approved, this project would replace approximately 30,000 square feet of roofing on the Health Department building. The new roof will be a single ply vinyl or thermoplastic roof system based on bids.

- **\$110,000**

2. Renovate Health Department Area for DSS Offices

This project is requested by the Department of Social Services. If approved, this project will renovate an area of the Health Department to accommodate DSS personnel currently located in leased space on Professional Circle. Installation of walls, doors, flooring, lighting, HVAC components, electrical outlets, and data cable and outlets are included in the project. Completion of this project provides a cost savings by termination of leased space.

- **\$49,500**

3. Replace Roof on Guardian Ad Litem Building

This project is requested by the General Services Department to replace the shingle roof on the Guardian Ad Litem building adjacent to the Administration Building. The roof has exceeded its useful life with brittle shingles and loss of shingles during high winds. The shingles will be replaced with 25-year architectural shingles.

- **\$16,000**

4. Replace Jail Security Control System

This project is requested by the Sheriff's and General Services Departments to replace the obsolete electronic control system for operation of jail security doors. The hard drive recently failed, and security doors had to be operated manually. Correction Officers were not able to provide continuous monitoring while leaving their stations to open and close security doors.

The failed hard drive was repaired but cannot be repaired again. The hard drive is obsolete and parts are not available. If the hard drive fails again, the jail staff will not be able to control security doors remotely or have observation of the entire jail lock system. The new system will provide new software, workstations, and replacement of electronic control components in the jail doors.

- \$123,000

5. Replace Swing Door Locks

The Sheriff's and General Services Departments request this project. Since construction of the jail in 1992, the swing door locks have not been replaced. The locks and repair parts are no longer manufactured and are difficult to obtain if available. The estimated cost to replace approximately 175 locks is \$288,000. All the locks do not have to be replaced at one time and may be replaced in phases. For FY 18/19, replacement of approximately 25% of the locks is proposed.

- \$72,000 (Phase 1)

6. Replace Jail Outside Air Dampers and Controls

The Sheriff's and General Services Departments request this project. Operational outside air dampers are required to improve interior air quality and heating/cooling of the building. The dampers originally had pneumatic controls that have not been operational for years as well as the dampers. To return the damper system to full operation, new electronic controls and new dampers need to be installed. Replacement of controls and dampers will improve temperature and humidity conditions and improve air quality inside of the jail.

- \$54,000

7. Repair and Paint EDC Building Gable Ends, Trim, and Soffits

This project is requested by the General Services Department. The wood trim, soffits and gable ends are damaged and have peeling paint in several areas. The project is required to prevent additional damage and restore the aesthetics of the building.

- \$10,000

8. Replace EDC Roof with Metal Roof

This project is requested by the General Services Department. The current roof is architectural shingles, and replacement with a standing seam will modernized the building and provide an increase in wind protection.

- \$28,000

9. Replace the Fire Suppression System at E911

This project is requested by the Emergency Services Department. The current fire suppression system, if activated may cause as much as \$1,000,000 worth of damage to communications equipment at this facility and put communication out of service for as long as 6 months. The replacement system is a micro-droplet system which is safer for the equipment housed there.

- \$32,500

10. Tide Gauge Installation and Maintenance

This project would install and maintain potentially two tide gauges for the collection of data surrounding storm event, sea level rise, and general water level patterns in Carteret County. Potentially, this could provide data to help create more accurate Floodplain Maps. It is proposed that one gauge would be located on the west side of the Newport River, and another gauge in the Davis / Sea Level area.

- TBD

11. Animal Shelter Parking Lot Repaving

This project was requested by Animal Shelter staff. If funded this would repave the parking area inside the fence at the shelter. As with last year if funded this should be included in the total contribution to the shelter in the maintenance and repair portion of their budget.

- \$17,100

Total \$512,100

Mr. Foxworth closed his report providing a brief description of proposed projects for future years and how he plans to forecast out those plans, and responded to questions from Commissioners.

Proposed CIP Projects for Future Years Beginning in FY 19-20

In an effort to more efficiently plan for construction and budget the General Services Department has ventured to include future years project and forecast the needs of our facilities. These projects came from General Services Staff who anticipate the need for these projects from current building condition and request from individual department heads. This list will grow and change as emerging needs become apparent. The list below is numbered for convenience not priority.

1. Old Courthouse Carpet Replacement

The General Services Department requests this project. The project will replace the carpet on the first floor of the Old Courthouse. The current carpet is worn and does not provide good aesthetics to the public.

• \$23,000

2. Replace Jail Roof

The Sheriff's and General Services Department requests this project. Roof leaks have occurred several times and have caused the ceiling in the control room to collapse. Spot patches have been made, but do not improve the roof condition.

• \$84,000

3. Replace Hot/Cold Water Mixing Valves and Piping for HVAC Units

The Sheriff's and General Services Department requests this project. The existing mixing valves do not work properly and are corroded. The jail has problems with heating and cooling due to mixing valves conditions.

• \$38,500

4. Renovate Concession Stand and Restrooms at Swinson Park

This project is requested by the Parks and Recreation Department. The concession stand and restrooms have heavy use and renovation is required to restore and modernize the facilities.

• \$30,000

5. Renovate Restrooms at Eastern Park

This project is requested by the Parks and Recreation Department. The concession stand and restrooms have heavy use and renovation is required to restore and modernize the facilities.

• \$30,000

6. Administration Building Carpet Replacement

The General Services Department requests this project. The existing carpet is worn and does not give the building good aesthetics.

• \$100,000

7. Replace District Court Entry Glass Storefront

This project is requested by the General Services Department. The existing storefront framing has deterioration that compromises the structural strength of the storefront. In 2017, a bottom section of the glass was knocked out due to a confrontation in the District Court lobby. The bottom glass panel could not be adequately repaired due to lack of framing parts.

• \$26,000

8. Various Building Renovations to Maximize Space Utilization

In an effort to best use the space that the County owns General Services is undertaking a concerted effort to identify underutilized space and plan for the best use of this space. We anticipate that there will be several smaller renovation request in the next few years to facilitate this effort.

• TBD

9. Social Services Plumbing Improvement / Replacement

This project is requested by the Department of Social Services. Periodically, water lines in the hallway ceilings leak and cause ceiling damage and risks damage to electronic equipment in the areas. This project will replace corroded water lines and affected ceilings and walls.

• \$15,000

10. Civic Center Improvements

The Parks and Recreation / Civic Center Department requests this project. The project includes painting of the Main Hall and Lobby and replacement of double doors leading to the Main Hall. Completion of the project will bring the Main Hall up to date and compliment other projects that have completed in the Civic Center.

• \$19,600

Commissioner Comer asked that Mr. Foxworth update the capital projects plan by looking again at a potential consolidated health and human services building, and update the plan with what it will look like/cost.

XI. UPDATE: JAIL STUDY

Mr. Burns provided an update on the jail study and shared that Mr. Todd Davis of Moseley Architects met with them in November for the initial kick-off meeting; Moseley has looked at the data provided by the County as far as average daily counts, length of stay, and type of inmates being housed; they are doing both a space-needs analysis as well as updating construction figures for a potential jail expansion. Mr. Burns shared that current capacity in the jail is 116 beds; the most recent preliminary estimate from Moseley is that over the next 40 years, the County would need 190 additional beds. Moseley is developing a timeline for the Commissioners to consider if the decision is to go forward with the expansion over the next three to five years, but

they would need to complete the needs assessment and incorporate the Ice House property that was recently purchased by the County; the initial study in 2009 did not include that property since the County did not own it at that time. Mr. Burns noted that additional information and cost estimates will be provided as the process moves forward. Mr. Burns shared that an estimated construction would be 18-20 months and at that time, Moseley would probably recommend that once the new addition is completed, that we go into the existing jail and renovate those quarters.

MOSELEY ARCHITECTS

11430 N. Community House Road
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Charlotte, NC 28277
P: (704) 540-3755

Carteret County Detention Center Needs Assessment Inmate Bed Projections

Moseley Architects is pleased to present the future bed needs projections for the Carteret County Detention Center as part of Carteret County Detention Facility Plan Space Needs Assessment Study.

Introduction

The Carteret County Jail was designed and constructed in the mid 1990's and opened in 1995. There have been no building additions since the original facility opened. The jail is rated at 116 beds according to NC Jail and Detention Branch of the NC Department of Health and Human Services Division. The 116 beds consist of sixty-four (64) single male cells, one (1) - 38 beds minimum custody dormitory unit and ten (10) female cells. The facility also has two (2) holding cells located in the intake area along with one (1) restrictive housing cell and one (1) observation cell. Of the 116 beds, only 114 beds can be used to house inmates overnight with the two (2) holding cells only used during intake processing.

The County updated the facility's electronic security system roughly eight (8) years ago and upgraded the camera surveillance system and DVR in 2012-13. As recent as July/August, the county also upgraded the smoke detection system to a VESDA system and replaced the smoke detector heads in the single cell with a low-profile detector. The county also purchased a vacuum bag system for inmate property storage in late August.

Carteret County has recently outsourced their laundry services. Southern Health Partners provides the inmate medical services for 16 hours on-site service daily and added inmate tele-psychiatry services in 2015. Inmate foodservice is provided by ABL management which is now DBA Summit. Paytel provides the inmate phone services and Oasis is the provider for inmate commissary services.

Historical Trends in Average Daily Detention Center Populations

An analysis of the historical trends of the Carteret County Jail average daily population (ADP) can serve as a great indicator of the need for future bed-space and subsequent a new jail construction. The current Carteret County Jail has a rated capacity of 116 beds because the ADP reflects the average number of offenders being housed, it is used to establish a baseline figure for future bed-space needs. The ADP for the Carteret County Jail over the past five (5) years is reflected in Table I shown below:

YEAR	ADP	Amount of change from previous year
2012	168	
2013	175	+7
2014	176	+1
2015	153	-23
2016	142	-11
Average Daily Population during study period	163	-34

As indicated in the chart, the Average Daily Population has displayed some ups and downs throughout this study period. The chart shows a decrease of 34 from 2012 to 2016 but overall there has been an ADP of 163 inmates per day for this study period which is 46 over rated capacity and 75 over the operational capacity. For classification, a jail is technically full when it reaches 75% of rated capacity which is known as operational capacity. The growth rate variances of the ADP are due to numerous reasons when later compared to the number of admissions. Over the study period, the ADP increased by eight (8) from 2012 to 2014 but decreased by 34 from 2014 to 2016 because of efforts made to reduce inmate population through various programs such as electronic monitoring and assistance from the overall criminal justice system. However, some of these actions may not be sustainable but are postponing the inevitable and are on track to increase again in 2017. The county's overall population growth trends continue to grow at a slow but consistent rate.

Carteret County is bordered by Craven, Hyde, Jones, Onslow, and Pamlico Counties. Craven, Hyde, Onslow and Pamlico all have constructed larger jail facilities over the past few years. Based on the North Carolina Office of Budget Management, the overall population projections which are historically very conservative, is expected to reach roughly 80,000 by the year 2040.

1. Offender Admissions (Bookings)

One of the first steps towards computing long-range projections is to calculate the **projected average daily population** for the local detention system. This requires information pertaining to the historical and projected number of offender admissions and the average length of stay of inmates. To compute the number of **projected admissions**, the historical number of admissions must be determined.

Table II shown below displays the number of offenders admitted into the jail each year from 2012 until 2016.

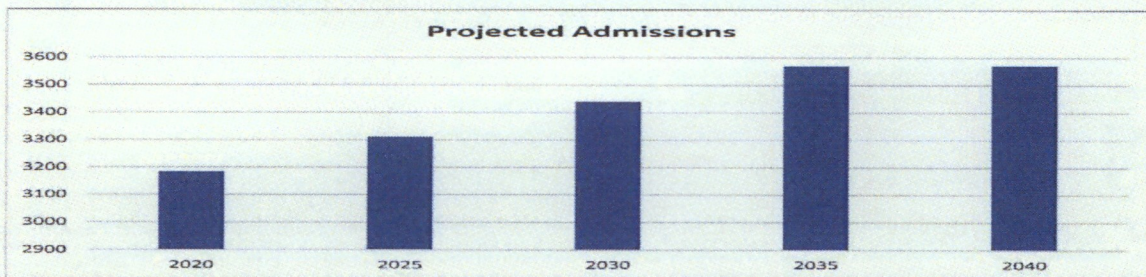
Table II Historic Admissions Admissions to Carteret County Jail	
YEAR	Number of offenders admitted into the jail.
2012	2919
2013	3051
2014	3021
2015	2994
2016	2689



The numbers contained in Table III shown below does not reflect when the population was much higher than the recorded average (these are called "peaks") and times when it was much lower (these are classified as "valleys").

Table III shown below displays projected jail admissions through the year 2040 shown in 5-year increments

Table III Projected Admissions	
YEAR	USING HIGHEST ADMISSION RATE OF 444.39
2020	3158
2025	3284
2030	3411
2035	3538
2040	3540



Based on the current jail data and the county population census, the number of admissions shown above in Table III, follows similar growth patterns as general county population growth. However, it would not be unusual for these numbers to increase with any revisions to current laws, best law enforcement practices or actions of the courts. Based on historical trends in state sentencing law changes, crime trends, and population growth, it should be expected to see that these trends would continue.

2. Average Length of Stay (ALOS)

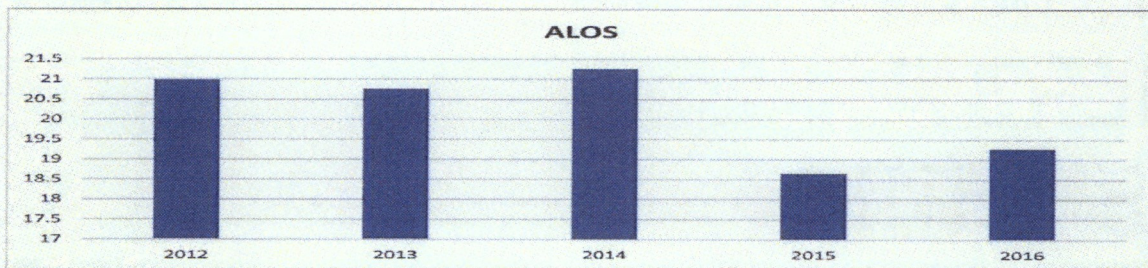
Determining the Average Length of Stay (ALOS) is critical to bed-space projections. While the number of offender admissions is a factor used to project future bed-space needs, the ALOS has a greater impact on bed-space. The amount of time that inmates are incarcerated while awaiting trial directly impacts available space and forecasted future needs. The longer the ALOS, the greater need for bed-space. Often when the detention center's daily population starts to exceed the rated capacity, you may see an increase in ALOS for a combination of reasons. Most often it is contributed to lower level crimes being moved out of the facility much faster or actions taken to prevent admission into the jail. As such, only the more serious crimes, which

require longer lengths of stay due to the processing time through the justice system, are being housed. There have been a few recent state sentencing law changes that have had an impact on the ALOS. North Carolina no longer houses inmates convicted of misdemeanor type offenses and are now the responsibility of the county jails. Another recent change deals with probation. The Department of Adult Probation now can elect to place an offender into the county jail for a period of three (3) days, this is known as a "quick dip" or on more serious probation cases for a period of 90 days which is known as a "dunk". When either of these probation commitments occur then that inmate is to be held for that period without any provision for release until either the three (3) day "dip" or the 90 day "dunk" has been satisfied. The results of the change in misdemeanor sentencing as well as the probation rules are just recently starting to impact Carteret county's Average Length of Stay numbers.

The national average for county jails Average Length of Stay (ALOS) range from 10 days to 20 days per offender. It has typically ranged, in North Carolina jails, between 13 and 19 days. Most often when a county's ALOS exceeds 20 days that normally indicates there is either a slowdown in the criminal justice system to get inmate's cases processed through the court system or the criminal justice system has taken a more aggressive approach to accelerated the lesser offenders and only the more serious offenders are being housed. It is obvious that the Carteret County Criminal Justice system has noticed the need to address the jail's ALOS and has made noticeable progress in reducing the ALOS from previous years.

As displayed in Table IV below, Carteret county has maintained a consistent average length of stay which is slightly higher than some other North Carolina counties.

Table IV Displays the ALOS for each year 2012-2016	
Carteret County Average Length of Stay (ALOS)	
2012	21.01
2013	20.93
2014	21.26
2015	18.65
2016	19.27
Highest ALOS for the period of study	21.26



In this case, the highest average length of stay was 21.26. Due to the importance that ALOS plays in bed-space projections, all efforts should be made to continue reducing the amount of time inmates are incarcerated prior to trial and sentencing, especially after additional beds are available. For example, if the average length of stay were 12 days and the number of inmates admitted during one year were 3000, using the formula $\# \text{ admitted} \times \text{ALOS} / 365 = 3000 \times (12 / 365)$, the average number of beds needed would be 99. Suppose that by changing some of the practices, the detention center reduces the average length of stay to 10 days. The number of beds needed would be reduced from 99 to 82. A decrease in the average length of stay can have a dramatic impact on the number of beds that must be built and maintained. It should be noted that 21.26 ALOS borders on the high side in comparison with other counties and should be closely monitored to keep the ALOS as low as possible.

3. Projected Detention Center Capacity

The average daily population alone cannot be used to determine the total bed-space requirements. Additional space must be allocated to include peak admissions (highest admissions) and classified bed space for specific categories of inmates. To accommodate these issues, a peaking factor must be determined.

When considering the total number of new beds needed, if the county should construct a new facility, or add bed-space to an existing one, "peaking" must also be considered. Adjusting for peaking factors helps to see that the county can reasonably accommodate the large number of inmates that may be admitted for housing at certain times. This is especially true when such peaks occur with some degree of frequency.

It is extremely advisable that plans provide for sufficient housing for times when the offender population may peak. Often, local government officials fail to accommodate for peaking and later find themselves faced with costly lawsuits filed by inmates claiming the conditions of confinement are inadequate due to overcrowding. Overcrowding alone is not unconstitutional, however some of the conditions associated with jail overcrowding

such as limited toilet and shower facilities, minimum square footage requirements, access to exercise, just to name a few many times are items that are cited in a U.S. 42 1983 Federal law suit.

With the increasing need to house more special needs inmates, separate housing units designed to accommodate this type of offender is needed as well. Separate housing is needed for disciplinary reasons, the separation of co-defendants, protective custody, medical isolation, etc. This additional space is referred to as "classified", and is calculated by adding an additional 20 percent to the forecast number. The average daily population, coupled with the peak and classified factors, provides the base for determining the actual number of beds that will be needed.

YEAR	ADP for Study Years	Highest Population for study year	Peaking ratio
2012	168	195	1.16
2013	175	232	1.33
2014	176	222	1.26
2015	153	195	1.27
2016	142	166	1.17
Averages	162.8	205.20	1.24

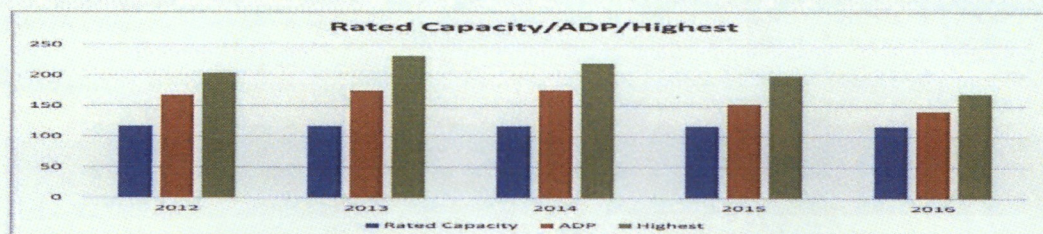


Table VI shown below illustrates projected Average Daily Population (ADP) for the Carteret County Jail and includes the classified (ADP increased by 20%) and the peaked and classified (classified multiplied by the peaking ratio) population projections through 2040. These projections reflect the future growth of the Carteret County Jail.

The classified and peaked projections reflect the highest offender population that the Carteret County Jail may expect to have on any given day. This is the worst-case scenario to allow for unique classification and separation developments and not the average. The forecast and classified projections are more likely to reflect the actual number of detainees being housed in Carteret County Jail.

YEAR	FORECASTED ADP	CLASSIFIED ADP (+20 %)	PEAKED ADP	CLASSIFIED & PEAKED
2020	183.96	220.75	124	273.35
2025	191.26	229.51	1.24	284.19
2030	200.30	240.35	1.24	295.20
2035	207.77	249.32	1.24	306.22
2040	207.89	249.46	1.24	306.39

4. Conclusion & Recommendations

Based on the above projections utilizing the highest admission rate, a total of 306 beds would be required to meet the classification and peaking requirements through the year 2040. Should the jail use increase significantly or if the county grows faster than state projections suggest, jail bed space needs could grow at a much higher rate. Another factor could be a change in state sentencing laws which also could impact jail population. Carteret County should expand its Detention Center rated capacity by a minimum of 190-200 additional beds or construct a new facility with a rated capacity of 306 with a 400-bed core to accommodate future jail bed needs. Based on the projected bed need the identified bed type to aid in proper classification as required by state standards. The 75% of the new beds should be double occupancy cells with 20% being female. There is a 20% need for special needs beds and the remaining 5% in restrictive housing single cells. The bed type will be more defined during the subsequent design phases.

In addition to providing additional housing the need to address core spaces such as kitchen, intake/booking, laundry, inmate property storage, inmate program space. The addition of video visitation would also be a big improvement and saving on staff time spent associated with that function.

After general discussion on the costs to house inmates outside the County, Commissioners asked that Mr. Burns confirm actual outside County housing expenses historically for the last five years.

XII. OVERVIEW OF MUNICIPALITIES AND HOW THEY ADVANCE LAW ENFORCEMENT PAY WITHIN THEIR PAY GRADE

Ms. Jaime Long, Human Resources Director, provided an overview of her presentation and reminded Commissioners that in October, it was approved to increase the deputy rate at that time; the Sheriff also asked for a step plan. Ms. Long shared that she was tasked with investigating other law enforcement agencies in the County and determining how they plan to advance their law enforcement pay. Ms. Long provided a summary of the results.

Ms. Long and Mr. Burns responded to questions from Commissioners, and agreed that there should not be two pay plans within the County. Commissioner Comer asked that Ms. Long have further conversations with Sheriff Buck and provide Commissioners with her recommendation during the upcoming budget season.

Overview of Local Municipalities and Counties Advancement of Law Enforcement Pay



February 7, 2018

ENTITIES SURVEYED

- ▶ Atlantic Beach
- ▶ Beaufort
- ▶ Cape Carteret
- ▶ Emerald Isle
- ▶ Morehead City
- ▶ Newport
- ▶ Pine Knoll Shores
- ▶ Craven County
- ▶ Onslow County
- ▶ Pender County

MOVEMENT OPTIONS

- ▶ **Tier Positions (I, II, III)** - Position moves to next grade as responsibilities increase
- ▶ **Merit**- Increases based on performance
- ▶ **Step Plan**- Planned incremental increases move employees' pay through the salary range
- ▶ **Career Advancement**- Increases based on certifications, education or experienced longevity
- ▶ **Bonuses**- amount of money added to wages as a reward for good performance


ADVANCEMENT RESULTS

ENTITY	OPTION	EMPLOYEES
Atlantic Beach	Career Advancement	Police only
Beaufort	Tier Positions	Police only
Cape Carteret	Step Plan	All
Emerald Isle	Career Advancement	Police/ Fire only
Morehead City	Merit/ Tier Positions	All/ Police
Newport	Merit/ Step Plan	All
Pine Knoll Shores	Merit	All
Craven	Merit/ Step Plan	23% of employees
Carteret	Merit	All
Onslow	None	All received COLA
Pender	Step Plan	All

WHAT NOW?

- ▶ **Market Position** -Lag, Match, or Lead
- ▶ **Value of Total Rewards**- Retirement, PTO, Longevity, Benefits
- ▶ **Regularity of Pay Increases and Structure Changes**

QUESTIONS



XIII. PERSPECTIVES/ECONOMIC DEVELOPMENT COUNCIL

Mr. Kirkman provided a brief overview of his outline that was provided to Commissioners; highlights included:

- The state of the economy in Carteret County is quite good, and commended Commissioners for being good stewards;
- Economic development should be seen as the development of the economy, not necessarily new business; a lot of what drives the Carteret County economy has more to do with the decisions of individuals rather than the decisions of businesses; people choose to bring business here, in part, because they want to live here. However, it is also important to do everything possible to attract, grow and improve the job and wage climate in Carteret County;
- The department's administrative officer will be starting later in the month;

- Will be moving back to the former EDC office as soon as the visitor center's renovations are completed;
- As requested by Commissioners, focus has been on calling on existing businesses; has been productive and the companies have been complimentary; thanked them for the investment and thanked them for being in the County and creating jobs;
- As requested by Commissioners, have reestablished relationships with some of the County's key economic development allies;
- Plan to work on updating the 2004 marine sciences economic impact study which attempted to quantify the economic impact of our marine science assets in the County;
- Reviewed the Economic Development Department's restructuring efforts to include revitalizing the EDC Foundation which will be a 501(c)(3) organization to serve as the primary sector responsible for the day-to-day delivery of economic development services;
- Looking at the Marine Sciences and Education Partnership ("MSEP") and possible changes to the organization that could make it more focused and more impactful;
- Provided an update on the State Program for Certified Retirement Communities; through our efforts, the Department of Commerce and the Economic Development Partnership of North Carolina were able to modify the guidelines that certify retirement community programs to allow Counties to become eligible; that is important because it allows the County to join forces with all the municipalities in the unincorporated area to try to present the County as an outstanding destination for retirees. There is a fee associated with that; the State gets behind a lot of the marketing and going to trade shows which will help attract retirees to our area. It is approximately a \$30-\$35K fee. Mr. Kirkman requested that Commissioners consider giving him approval to approach municipalities for help with the fee;
- Will be assessing the Edgewater tract and determine feasibility to successfully market the site;
- Will need to assess interest in remaining a NCEast Alliance member which is approximately \$21K;
- Reviewed long-term issues and opportunities that included: overall economy/recess/stock market/interest rates; flood insurance/storms/sea level; Interstate 42 transportation improvements is a positive for the County – it will approve accessibility to our area.

**CARTERET COUNTY BOARD OF COMMISSIONERS
ECONOMIC DEVELOPMENT PRESENTATION**
(Wednesday, February 7, 2018, Crystal Coast Civic Center)

- I. State of the Carteret County economy is good (data sheet)
 - A. Lowest property tax rate, excellent schools and health care
 - B. \$15.1B *ad valorem* tax base; \$3.2B personal income; \$3-4B annual GDP (estimate)
 - C. Only poor indicator is wages, which doesn't reflect Cherry Point and reflects seasonal employment/tourism base
 - D. Many existing companies are contemplating expansions
 - E. Active interest in new capital investments
- II. Remainder of FY18
 - A. Continue existing business calls
 - B. Fully implement reorganization
 1. Revitalize Foundation with new Board/investors
 2. Dissolve EDC
 - C. Hire/train Administrative Officer
 - D. Relocate to former EDC offices
 - E. Update 2004 marine sciences economic impact report
 - F. Revamp Marine Sciences and Education Partnership
 - G. Support new economic development projects
- III. New fiscal year 2019 priorities and initiatives
 - A. Assess "Edgewater" tract and identify other sites
 - B. Certified Retirement Community (CRC) designation/implementation
 - C. Carteret County Economic Development Foundation engagement
 - D. Questions:
 1. Solicit municipal financial participation in CRC (total cost \$35k)?
 2. Remain NCEast Alliance member (\$21k)?
- IV. Long-term issues and opportunities
 - A. Overall economy/recession/stock market/interest rates
 - B. Flood insurance/storms/sea level
 - C. Interstate 42; transportation improvements

Mr. Kirkman responded to questions from Commissioners. Commissioners expressed their appreciation to Mr. Kirkman for his efforts since his appointment as EDC Director.

MOTION: Commissioner Farrington made a motion to adjourn; seconded by Commissioner Wheatly; **motion passed unanimously.**



Mark Mansfield, Chairman



Rachel Hammer, Clerk to the Board